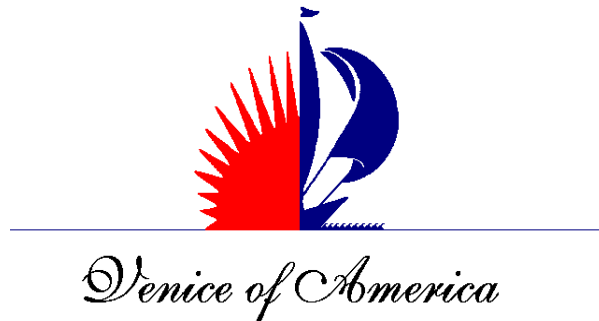


Request for Proposal

542-8984

3 YEAR CONTRACT FOR MINUTES SECRETARY SERVICES FOR CITY COMMISSION MEETINGS AND VARIOUS CITY ADVISORY BOARDS

Opens: January 20, 2004
2:00 p.m.



City of Fort Lauderdale

**Issued for the City Clerk
By the Procurement & Materials Management Division**

**Linda R. Wilson, C.P.M., CPPB
Procurement Specialist II
(954) 828-5146**

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(954) 828-5140

**RFP NO. 542-8984 – 3-Year Contract for Minutes Secretary Services for City Commission and
Various City Advisory Boards**

DRAFT FOR NEW MINUTES SECY SERVICES 7/03

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PART I – RFP SCHEDULE

Release of the Request for Proposal	12/24/03
Last Date for Receipt of Questions of a Material Nature	1/05/04 5:00 PM
Addendum, if necessary	1/07/04
RFP Opening Date	1/20/04 2:00 PM
Evaluation Committee Meeting and Preliminary Review of Proposals received - possible set-up of scheduled “Sample” Meeting(s) Purchasing Conference Room, 6th Floor	1/23/04 Time: TBA
Evaluation Committee Meeting and Short Listing of Proposers – Scheduled “Sample” Meeting(s) minutes Review	Anticipated 1/28/04 Time: TBA
Mandatory Short-listed Proposer Attendance at City Commission Meeting, to take “sample minutes” to include one complete Item discussion. Minimum 30 minutes.	2/3/04 Approx. 6:30 PM
Evaluation Committee Meeting - Orals/clarifications with Short listed proposers, if necessary, or Final Ranking and Recommendation for award(s)	Anticipated 2/9/04
Anticipated City Commission Approval	3/02/04
Anticipated Contract Start Date:	3/15/04

The City intends to adhere to the RFP schedule as published. Interested Proposers should take note that adherence to this schedule is vital to our Evaluation and Award process, and to the award(s) considerations.

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PART II - GENERAL INFORMATION AND SPECIAL CONDITIONS

1. PURPOSE AND INTENT: The City of Fort Lauderdale, Florida, is requesting proposals for minutes secretary recording services, ***and additional “real-time closed captioning” services.*** These service are required for its City Commission conference, regular, and special meetings, ***and may also be required for a*** variety of department/divisions for City Advisory Boards, not currently covered under the City’s existing Minutes Secretary Contract. These minutes secretary recording services are necessary to provide an accurate record of each meeting for the purpose of an official record. Services shall be required for all of the City Commission meetings and for any, some or all of the various Advisory Boards contained in the Scope of Services Listing.

The minutes secretarial services for the City Commission and for various City Advisory Boards and special meetings, include attendance at regularly and special scheduled daytime and evening meetings, but will not normally require verbatim transcripts. These services are generally considered “action” and “summary” minutes. Verbatim transcripts may be required from time to time, and the successful Contractor(s) shall have the ability to provide them “as needed”, in accordance with the RFP specifications.

- 1.1.** The transcription services for these meetings shall be based on submittal of an e-mailed, and/or electronic media draft, and City receipt of a final approved typewritten, e-mailed, and/or electronic media summary minutes. The content and format of these minutes shall be based on specific guidelines for content information/per meeting. These minutes secretarial services require an assigned person(s) who can attend meetings on a regular basis, who can develop familiarity with the Boards, and topics, and the reporting style must be consistent. If Proposers are capable of providing these services, you may submit proposals for all or part of the Board requirements contained in the RFP. **All drafts and final minutes shall be provided to the City in MSWORD format, Word 2000 version or higher, unless a pre-approved alternative format is approved by the City.** Any award(s) resulting from this RFP for these services shall be administered by the respective using department(s).

- 1.2.** Due to the number of meetings and the complexity of some requirements, it is anticipated that it may be necessary to make multiple awards, or primary and secondary awards, as the City may determine to be in its best interests.

2. ADDITIONAL INFORMATION: For additional information regarding this RFP, contact Linda Wilson, Procurement Specialist II, at (954) 828-5146. Such contact is to be for clarification purposes only. Material changes, if any, to the written specifications or bidding procedures will only be transmitted by written addendum.

- 2.1. Last Date for Questions of a Material Nature:** The last date for receipt of material questions of a material nature is as shown in the RFP Schedule. It is preferred that all questions be submitted in writing to the Purchasing Division, 100 North Andrews Avenue, Fort Lauderdale, FL, 33301, attn: Linda Wilson. To facilitate prompt receipt of questions, they can be sent via FAX to (954) 828-5576 or by e-mail to: lwilson@fortlauderdale.gov
Questions of a material nature must be received prior to the cut-off date specified in the RFP Schedule.

Proposers please note: No part of your proposal can be submitted via FAX. The entire proposal must be submitted in accordance with the Instructions to Proposers contained in this RFP.

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3. BIDDER QUALIFICATIONS: All Proposers shall provide both current client references, including other governmental agencies for whom these services are being provided, and recent past client references. **Sample “Minutes” from other government Commission and Board meetings, and other documentation that reflects your ability and qualifications to perform these services, are required to be submitted with your RFP response.**

Firms or individuals must be available upon short notice, be dependable, prompt, accurate, have the capacity to meet the City's schedule requirements promptly and in accordance with stated turn-around times specified within the RFP, and uphold the confidentiality of the City.

4. TERM OF CONTRACT: The **initial contract term shall be for three (3) years from the date of City award.** The City reserves the right to extend the contract for one (1) or two (2) year additional periods providing (a) both parties to the contract agree to the extension; (b) all the terms, conditions, and specifications remain the same; (c) such extension is approved by the City.

4.1. CONTRACT COST ADJUSTMENTS: The costs as proposed and accepted by the City shall be firm for the initial contract term. The costs for subsequent terms shall be subject to an adjustment only if increases or decreases have occurred in the industry and are properly documented. **Such adjustment shall be based on the latest yearly percentage increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U.S. Dept. of Labor, and shall not exceed five percent (5%) or the CPI, whichever is lower.** The yearly increase or decrease in the CPI shall be that latest Index published and available for the period ending 120 days prior to the end of the contract year then in effect, as compared to the index for the comparable month one year prior. **Any requested cost adjustment shall be submitted to the City at least NINETY (90) days prior to the contract anniversary date.** Any approved cost adjustments shall become effective on the beginning date of the approved contract extension.

The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs, and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the contract services on the expiration date of the then current contract expiration date.

5. NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES:

Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement, and further agrees that the City may, at any time, secure similar or identical services at its sole option.

This contract is for services provided to the City Clerk and various City Departments. The Contractor agrees to take on additional services, as may be requested during the Contract period, unless such work would not be considered reasonable, or if it would become an undue burden to the Contractor.

6. MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION:

It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. **Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If Proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal.**

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If a proposer is considered for award, he/she may be asked to meet with City staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

See General Conditions Section 1.08 for MBE and WBE definitions.

6.1. Certification by Broward County, Florida:

If awarded a contract or purchase order as a result of this solicitation, and if the awarded contractor/vendor is claiming minority status in accordance with Section 1.08 of the General Conditions, then said **awarded contractor/vendor shall apply for certification by Broward County, Florida, Division of Equal Employment and Small Business Opportunity.**

Contractor/vendor shall provide documentation of application status, and once approved or disapproved by Broward County, must also provide that documentation to the Purchasing Division of the City of Fort Lauderdale.

7. ADDITIONS OR DELETIONS: The City reserves the right to add to, or to delete, any portion of the resulting contract(s) any time without cause. The City reserves the right to add items of a similar nature, but not specifically listed in the Contract. The Contractor agrees to provide such items, and shall provide the City prices or contractual terms on such additional services based upon a formula or method that is the same as, or similar to that used in establishing the prices or contractual terms in his/her proposal. If the prices, or terms offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to purchase those items or services from other Contractors.

8. INSURANCE REQUIREMENTS: The Contractor shall provide insurance coverage as follows:

- Workers Compensation as required by Florida Statutes for benefit of Contractor employees. Notwithstanding FS 440.055, any firm performing work on behalf of the City of Fort Lauderdale must provide Workers' Compensation insurance.

Exceptions: Workers' Compensation Insurance will not be required if the individuals performing the work are a Corporate Officer, sole proprietor, or partner. In such case the firm must provide copies of their waivers as provided for by FS 440.05 & 440.055.

- Commercial General Liability including Products/Completed Operations and Automobile Liability in the combined single limit of three hundred thousand (\$300,000.00) Dollars per occurrence. The Contractor shall provide to the Purchasing Division original certificates of such coverage prior to engaging in any activities under this contract.

Such certificate shall list the City as an “additional insured” and shall have no less than thirty (30) days notice of cancellation. No work can be started until the certificate is submitted and approved by the City's Risk Manager.

9. SELLING, TRANSFERRING OR ASSIGNING CONTRACT: No contract awarded under these terms, conditions and specifications shall be sold, transferred or assigned without the written approval of the City Manager, or designee.

10. INDEPENDENT CONTRACTOR: The contractor shall perform all duties as an independent contractor and not as a City employee. Neither the contractor nor any agent or employee of the contractor shall be deemed an employee of the City. The contractor shall be responsible for all required employment related taxes required by law and shall provide workers compensation in the amount required by law. Contractor shall be solely responsible for the acts of his employees and agents.

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11. SUBCONTRACTING: The Contractor must be capable of professionally and competently performing the services as contained in the RFP specifications. **If the proposer intends to use a subcontractor in the performance of these services, proposer shall submit complete information on proposed sub-contractor, work samples and client references, as a part of the RFP response.**

The same qualifications requirements, and all other terms and conditions of the RFP shall also apply to the subcontractor. The City reserves the right to approve of any subcontractor proposed. Contractor shall be held fully responsible for the subcontractors actions.

12. SUBSTITUTION OF PERSONNEL: In the event the Contractor wishes to substitute trained, qualified, personnel for those listed in the proposal, the City shall receive prior notification and have the right to review, test and approve such substitutions, if required. If the City has reasonable evidence to believe that an employee of the Contractor is incompetent, or has performed his or her employment in an objectionable manner, the City shall have the right to require the Contractor to resolve the situation to the City's satisfaction; provided, however, that the Contractor shall not be required to institute or pursue to completion any action if to do so would violate any law, state statute, city ordinance, contract of employment, or union agreement.

13. EXPENSES: Travel expenses or costs relating to the performance of the contract shall be entirely borne by the contractor, if required duties take place in Broward County. If the contractor is required to travel outside Broward County, reimbursement shall be at the mileage/per diem rates currently in effect for City of Fort Lauderdale employees.

14. YEARLY EXPENDITURES: There is no accurate way to estimate what the City will spend annually for minutes secretarial reporting services. It is estimated that the City of Fort Lauderdale will spend approximately \$51,000 per year for these services; however, the City makes no guarantees on the amount of service that will be required over the period of the contract.

14.1. Schedule of Services: City Advisory Board meetings are scheduled by the City Clerk. A tentative schedule(s) of these potential Board Meetings is included as Exhibit "B" to this RFP.

15. REFERENCES/WORK SAMPLES: Proposers are requested to furnish the names and phone numbers of at least three references for the service requested in the RFP. Client references must be specifically related to the services proposed, and must be current clients for whom these services have been or are currently being provided. The references, work samples, and professional credentials shall provide the City with an accurate depiction of the Proposer's ability, and attest to the current quality of their performance. Work should have been performed for these references within the last year, and preferably within the most current six months.

16. CONTRACTOR PERFORMANCE TRIAL PERIOD: The successful Contractor(s) will be evaluated during an initial 30, 60, or 90 day trial Contract performance period, at the City's option. During this time, the successful Contractor(s) will be rated on the following factors: quality of product provided, quality of service performed, timeliness of service performed, and responsiveness to the City's needs.

The City's designated Department/Division liaison, from the respective Department/Division for each Advisory Board, shall provide a performance evaluation, prior to the end of this test period. If the Contractor(s) performance is determined to be dissatisfactory, at any time during the trial period, the City reserves the right to terminate the trial Contract in writing, and the City shall issue an award for trial performance to the next ranked proposer, subject to the same Performance Evaluation terms and conditions, and so on, until a satisfactory Contractor is determined.

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If the Contractor successfully completes the trial evaluation, the initial two (2) year Contract period shall commence at the end of the trial period, following City award.

17. LOBBYING ACTIVITIES: Any Proposer submitting a response to this solicitation must comply, if applicable, with the City of Fort Lauderdale Ordinance No. C-00-27, Lobbying Activities. Copies of Ordinance C-00-27 may be obtained from the City Clerk's office on the 7th Floor of City Hall, 100 North Andrews Avenue, Fort Lauderdale, FL 33301. The ordinance may also be viewed on the City's website at <http://fortlauderdale.gov/documents.htm>

18. VARIANCES: While the City allows Contractors to take variance to the RFP terms, conditions and specifications, the material nature, number and extent of variances taken will be considered in determining proposal responsiveness, and in the award of proposal points.

See SECTION 1.06 of General Conditions.

19. RFP DOCUMENTS: The Contractor shall examine this RFP carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligations under this contract.

20. PROPOSERS' COSTS: The City shall not be liable for any costs incurred by proposers in responding to this RFP.

21. RULES and PROPOSALS: The signer of the proposal must declare that the only person(s), company or parties interested in the proposal, as principals, are named therein; that the proposal is made without collusion with any other person(s), company or parties submitting a proposal; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the proposal has full authority to bind the principal proposer.

22. Year 2000 Compliance: All software must be Year 2000 compliant. Year 2000 compliant means that the software is capable of recording and maintaining all dates in a format which includes a four (4) digit year representing century and year, and which will allow all valid year data values within the four (4) digits. In addition, software shall be able to accurately process date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations to the extent that other information technology, used in combination with these services being acquired, properly exchanges date/time data with it, if applicable.

23. RECORDS, AUDITS

The accounts and financial records, with respect to the services performed under the Contract, shall be kept separate or identifiable from those relating to the Contractor's other activities. The Contractor shall, with reasonable prior notice, make available, during reasonable business hours, to the City's Representative or Internal Auditor for inspection and audit all records and files relative to this Contract. The Contractor shall maintain and make available such records and files for the duration of the Contract, including any extension terms plus two (2) years.

Such records shall be maintained as an independent certified public accountant would need to examine in order to certify a statement of Contractor's operations according to generally accepted auditing standards.

24. GENERAL CONDITIONS: RFP General Conditions **Form G-107 Rev. 7/01** (GC) are included and made part of this RFP as **Exhibit A**.

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PART III – SCOPE OF SERVICES

1. SCOPE OF SERVICES: The City requires minutes secretary services, as well as “real-time closed captioning” services for the needs of its City Commission meetings, and possibly, at a future date, for various City Advisory Boards. These services are critical to the operation of the responsible Departments/Divisions. The successful Contractor(s) must have the ability and capacity to meet the City’s demand for these services, as needed. Availability, timeliness, turnaround time, and quality of work are mandatory. **All services provided under this contract, except for those which are overnight or emergency services, shall be a flat fee/per service requirement, F.O.B. City of Fort Lauderdale, including travel time to and from the scheduled meeting, and all work products as outlined in the RFP.**

- 1.1. Contractor shall provide qualified personnel for appearances at the City Commission meetings and for various advisory board meetings, as required. It is very desirable that the same primary Contractor(s) personnel be assigned to the City Commission meetings, and to each specific Advisory Board, and that a back-up person be properly trained in the event of unavailability of the primary person. Generally, verbatim minutes or transcripts are not required. However, there are some meetings where both taped and verbatim records are required. Minutes recordings are normally summary and action minutes. The Contractor shall provide the City with emergency telephone numbers for contacts before and after regular business hours.
- 1.2. Minutes for most meetings shall be provided to the City in an e-mailable electronic document (MSWORD preferred), and in electronic media (3.5 disk or CD-Rom).
- 1.3. Contractor should have the capacity to provide computer aided transcription; key word indexing; and mini-transcripts, if requested.

2. INVOICES: Billings for all services must state the name of the Meeting or Advisory Board, date of service, name of the City’s Advisory Board liaison who ordered the services, and time spent (i.e. 9:00 am – 9:30 am) in attendance. Transcript charges, when applicable, shall indicate the number of pages, and the per page contract price as well as the number of Exhibits and the cost/per page, if applicable.

3. General Requirements: The minutes secretary services generally require “action” and/or “summary” minutes recordings of the City Commission meetings, and the various Advisory Board meetings. Summary minutes focus on the discussion highlights, Motions, task assignments and action requests. The services are required by the City Clerk, and a variety of departments throughout the City, and it is very important that an accurate record of the meeting content and attendees is maintained. The meetings are for City Commission meetings and City Advisory Boards not currently under a City contract. Most of these meetings are held in the afternoon, or evenings, as outlined in the list that follows. **The City places a high degree of importance on continuity of the same recorder at the respective meetings, due to the necessity of understanding the process, the format of the meeting and minutes, and familiarity with those in attendance, including the City Commission, City Manager and City Attorney representatives, and various Board Members, staff representatives, and the persons in attendance from the public and other government agencies. At this time, some of the Advisory Board meetings are attended by City staff, and the minutes are transcribed by City staff.** It is the City’s desire to contract out these services for the City Commission meetings and as many of these Advisory Boards as are possible, to insure accuracy, quality of service, and at a reasonable cost to the City. The time periods of each meeting shown below are estimated. The meetings may run longer, and attendance is required for the duration of the meeting. There may be additional “special meetings” of any of the City Commission and the Advisory Boards, as required.

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Due to holidays or lack of business, City Commission and Advisory Board meetings may be rescheduled at the discretion of the Board Chair. Contractor will be expected to service these needs, as they arise.

Unless otherwise noted, all meetings not specifically reflecting another address, are held at City Hall, 100 N. Andrews Avenue.

- | | |
|--|---|
| I. a) City Commission Conference Meetings | 1st and 3rd Tuesday each month, unless changed due to holiday 1:30 – 5:30 PM (average 4 hrs/per meeting) |
| I. b) City Commission Regular Meeting | 1st and 3rd Tuesday each month, unless changed due to holiday, 6:00 – 10:00 PM (average 4 hrs/per meeting) |
| II. Special City Commission Meetings | Scheduled “ as needed” |
| III. Various City Advisory Boards: | |
| • Aviation Advisory Board | 4th Thurs. each mo. – 1:30 – 3:30 PM |
| • Board of Adjustment | 2nd Wednesday each mo – 7:30 – 9:30 PM (est) |
| • Citizen Review Board | 2nd Monday each mo. – 7:00-9:00 PM (est) |
| • Code Enforcement Board | 4th Tuesday each mo. – 10:00 – 12 Noon (est) |
| • Local Law Enforcement Block Grant | As needed basis – est 1 hour |
| • Marine Advisory Board | 1st Thurs. each mo. – 7:00 –9:00 PM |
| • Parks, Recreation & Beaches Board | 4th Wednesday each mo. 7:00 – 9:00 PM (est) |
| • Urban Design Steering Core Committee | Once per month (TBA) -. (est 5 hours) |

Note: Most City Commission and Advisory Board activities recess for the Month of August each year.

3.1. Technical Requirements - Minutes Secretary Services:

Contractor attendance is mandatory at each meeting, and minutes from these meetings require both recorded and short-hand, or some note-taking, format that is acceptable to the City for use in transcription of the respective minutes. Recordings are used for reference by Contractor for paraphrasing essential points of discussion, identification of specific key contributors (persons speaking) to the discussions. **Motions are taken verbatim.**

Contractor shall have skills, aptitude and abilities to listen and take notes on issues often of a highly technical nature, and then transcribe those notes in a simple, paraphrased format, that accurately represents and preserves the nature and flow of the discussion without having to reproduce cumbersome, verbatim text. Excellent grammatical skills, English comprehension, and vocabulary are basic requirements for any Contractor.

Contractor shall provide the City with a “draft set” of minutes, both a hard copy and an electronic mail copy in a MSWORD 2000, or higher, format. Certain City Department liaisons may prefer electronic drafts only via e-mail.

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Contractor shall provide services based on department liaison preferences, as requested. All “draft” hard copies shall be provided in double spaced format for ease of correction.

MSWORD 2000 is the current software for the City. The City shall return the corrected “draft” for a revised electronic and hard copy to be returned to the respective City liaison for preliminary acceptance. Board review and additional corrections may require revisions prior to final acceptance by the City of the minutes of these meetings.

Turnaround time for “draft minutes” vary from Board to Board. Standard turn-around time will be not more than 5-7 days from the meeting date. Final corrected minutes are required not more than 3 days following City return to the Contractor.

All final electronic and hard copy meeting minutes must be provided back to the City liaison and in time for distribution to the Board members prior to the next scheduled meeting. The successful Contractor(s) shall only be responsible for a final electronic version and one signed hard copy for the City Board liaison. **Electronic minutes format are required in MSWORD, unless another pre-approved format is approved by the City.** Exact format, due dates, and meeting schedules shall be set between the Contractor and the City Liaison prior to Contract award.

The City may award these services to one, or more Contractors, or reject all proposals, if in its determination, it is not in the best interests of the City to make an award based on this RFP solicitation.

Sample Minutes from selected Board meetings are provided as APPENDIX A to the RFP document.

- 3.1.1. **Additional “Realtime Closed Captioning Services”:** The City may require “closed captioning services” as a part of this contract award. At this time, it is not known if the requirement will be limited to only certain meetings, or for all meetings. Proposers shall submit information on providing this service, including complete details on the equipment, personnel and procedure to insure “live closed captioning services” for designated meetings. The successful contractor may propose a turn-key service, including the total costs to the City to provide all equipment, software, integration, personnel and supervision or administration for a fully functional process, or the Proposer may propose providing the personnel and basic stenography equipment with the capability to link such equipment to City owned equipment and software, as may be required to complete the service required. Proposer shall provide complete information on requirements the City will need to provide for either a turn-key proposal, or a partial service proposal to include recommendations for City equipment, software, and any other service requirements in order to accomplish this objective. Proposer shall provide qualifications information for all personnel who will be assigned to the City contract for these services. Credentials shall support the necessary expertise to write in speeds in excess of 225 words/per minute, error rate of under 1.5%, and certificates to support training for these services. All intended personnel should be minimally Certified by The National Court Reporters Association as a Certified Realtime Reporter (CR, RMR or CRR). Preference shall be given to those who are CR or RMR Certified. This documentation shall be included and properly referenced in the RFP response for all proposed personnel. Proposer must have and provide documentation to prove adequate staffing to provide the City’s needs.

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NOTE: The start date or implementation of these services has not yet been determined. It is possible that these services may not commence until after October 1, 2004.

- 3.2. **MINUTES SECRETARY SERVICES PRICING:** Proposers are requested to provide a firm, fixed hourly cost, cost per meeting (based on average meeting duration) for each Board Meeting, or a combination of average meeting cost and hourly rate for excess hours. The cost proposed shall include be F.O.B. City of Fort Lauderdale meeting location, all costs for equipment, supplies (including recording tapes, if applicable), personnel, draft preparation, delivery back-and-forth of all draft, corrected and final versions to the respective City liaisons.

Proposers may submit options for all Board meetings, selected Board meetings, or groups of meetings. The City shall consider all proposals, the ability and capacity of the proposers, experience, client references, work samples provided with the RFP response, and the "Sample" meeting minutes that will be required of the short listed proposers, during the evaluation process.

- 3.2.1. **PRICING FOR "REALTIME CLOSED CAPTIONING SERVICES":** Proposers are requested to provide a firm, fixed hourly cost, or cost per meeting (based on the average meeting time) for each City Commission and City Advisory Board Meeting, or a combination of average meeting cost and hourly rate for excess hours. The cost proposed shall be F.O.B. City of Fort Lauderdale meeting location, to include costs for all equipment, supplies (including recording tapes, if applicable), personnel, and **travel back and forth, if applicable.**
- 3.3. **Proposer Submittal Inclusions:** Proposer shall include all resumes, client references, and sample work products for all proposed contract employees, if applicable. Detail shall be provided on back-up personnel, in case of illness, or replacement is necessary, and the process intended for City approval prior to substitution of personnel.

A narrative understanding of the scope of services, your qualifications staff qualifications and certifications, training and personnel policies, should also be a part of the information provided with your RFP submittal. Emphasis should be placed on prior government experience, and primarily recent experience for other City or County Commissions or Boards, and other government Advisory Boards.

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PART IV – EVALUATION AND AWARD

CONSIDERATION FOR AWARD: Award of the contract(s) will be based on certain objective and subjective considerations. The successful Contractor(s) shall also meet all other qualifications (skills and ability, experience with projects of equal or greater size, references for satisfactory past performances) to be eligible for award of the services, as specified in the RFP.

All responsive and responsible proposals shall be considered in the evaluation process. The City reserves the right to accept any or all proposals, reject parts of proposals, or all proposals in its best interests. The City will consider the following criteria in the evaluation process:

<u>EVALUATION CRITERIA</u>	<u>ASSIGNED POINTS</u>
1) Knowledge, Education, Qualifications, and past performance of Contractor and proposed individuals to be assigned to the City's contract . References shall be included in this criteria. Maximum Points Available: 0 - 30 pts.	30
2) The Proposer's understanding of the City's requirements, as presented in a brief narrative statement of understanding addressing all sections of this RFP, and Proposer ability and capacity to service the City's meeting schedule. Maximum Points Available: 0 - 10 pts.	10
3) Demonstrated ability to provide the services in accordance with the City's specifications and to its satisfaction, including the scheduled test process for skill evaluation. Work Samples shall also be included in this criteria. Maximum Points Available: 0-50	45
4) Cost to the City for the meeting services contained in the RFP. Maximum Points Available: 0 – 15 pts.	15
<u>TOTAL MAXIMUM POINTS</u>	<u>100</u>

Evaluation shall include the information submitted, client references, work product samples, trial performance results, ability to comply with City's turnaround time requirements and demand frequency, and in accordance with the RFP specifications. Short listed Proposers will be requested to perform a sample assignment(s) in the course of the evaluation process for award. The work product(s) from these sample assignment(s) will be used in making a determination of suitability and establish a level of quality for the requested services, during the trial performance period, and any subsequent contract award period.

If there will be a charge to perform Minutes Secretary "sample services" pre-award, Proposer(s) shall specifically state the charge(s), minimum and/or additional related costs, as a part of the RFP response response.

NOTE TO PROPOSERS: a "mandatory attendance" will be required for short-listed proposers at the City Commission meeting, February 3, 2004. This meeting will begin at 6:00 PM with introductions, acknowledgements, awards, etc. We are requesting that those short-listed proposers be at the meeting not earlier than 6:30 PM for a minimum of 30 minutes or one complete item discussion and action. The purpose of this mandatory attendance is to provide a "sample summary minutes" submittal from each proposer for final evaluation. The "draft" submittal must be returned to the City not later than Friday, February 5, 2004 prior to 5:00 PM in order to receive further final consideration. Draft minutes shall be returned via e-mail to lwilson@fortlauderdale.gov, and a hard copy faxed to (954) 828-5576.

RFP NO. 542-8984 – 3-Year Contract for Minutes Secretary Services for City Commission and Various City Advisory Boards

PART V – INSTRUCTIONS TO PROPOSERS/REQUIREMENTS OF THE PROPOSAL

All proposals must be submitted as specified on the proposal pages that follow. Any attachments must be clearly identified. To be considered, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by a proposer to respond to a requirement, the response should include reference to the document number and page number. This will provide a quick reference for the evaluators. Proposals not providing this reference will be considered to have no reference material included in the additional documents.

- All proposals must be submitted in a sealed package with the RFP number, due and open date, and RFP title clearly marked on the outside. If more than one package is submitted they should be marked 1 of 2, etc.
- All proposals must be received in the Purchasing Division, Room 619, 6th floor, City Hall, 100 North Andrews Avenue, Fort Lauderdale, Florida, 33301 prior to 2:00 pm on the date specified in the SCHEDULE Section of this RFP.
- The proposal shall be signed by a representative who is authorized to contractually bind the Contractor.
- **PROPOSERS MUST SUBMIT AN IDENTIFIED ORIGINAL COPY
PLUS NINE (9) COPIES OF THE PROPOSAL PAGES - INCLUDING ANY ATTACHMENTS**

THE ABOVE REQUIREMENT TOTALS TEN (10) COPIES OF YOUR PROPOSAL

PROPOSAL PAGES ARE AS FOLLOWS:

Proposal Pages – Summary/Signature Page

Part I - Financial Proposal/Pricing

Part II - Technical Proposal

Part III - Questionnaire

Attachments to your Proposal

RFP NO. 542-8984 – 3-Year Contract for Minutes Secretary Services for City Commission and Various City Advisory Boards

PROPOSAL SUMMARY/SIGNATURE PAGES

TO: The City of Fort Lauderdale

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the RFP. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this proposal. I certify that I have not divulged to, discussed with, or compared this proposal with other proposer(s) and have not colluded with any other proposer(s) or parties to this RFP. I certify that I am authorized to contractually bind the proposing firm.

Proposal submitted by:

Name (printed)_____

Title:_____

Company Name:_____
(Legal Registered)

Address:_____

City_____State:_____Zip_____

Telephone No._____ FAX No. _____

E-mail:_____

Signature:_____ Title:_____

Date:_____

MBE/WBE STATUS/QUALIFICATIONS: If Proposer qualifies as a minority or woman-owned business, please so indicate in the space provided below, and include any Certification to document your eligibility:

MBE:_____ WBE:_____

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in his proposal:

Addendum No. Date Issued

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VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of RFP, attachments or proposal pages. No variations or exceptions by the Proposer will be deemed to be part of the proposal submitted unless such variation or exception is listed and contained within the proposal documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your proposal complies with the full scope of this RFP.

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PART 1 - FINANCIAL PROPOSAL – PRICING:

Proposers are requested to provide a firm, fixed price per meeting for all or selected Board meetings. Prices are requested as a “fee per meeting” based on the estimated time/per meeting, and an hourly cost for any time over that average time per meeting. It is understood that overtime will be billed in quarter-hour increments for less than full hours.

Unless otherwise noted, all meetings not specifically reflecting another address, are held at City Hall, 100 N. Andrews Avenue.

<u>CITY COMMISSION MEETINGS</u>	<u>FIRM FIXED \$/PER MEETING</u>	<u>PER HR COST</u>
--	---	---------------------------

I. a) Conference Meeting	\$_____	\$_____
b) Regular Meeting	\$_____	\$_____
II. Special Commission Meetings		\$_____

<u>III. ADVISORY BOARD MEETINGS</u>	<u>FIRM FIXED \$/PER MEETING</u>	<u>PER HR COST</u>
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<ul style="list-style-type: none"> • Aviation Advisory Board 4th Thurs. each mo. – 1:30 – 3:30 PM • Board of Adjustment 2nd Wednesday each mo – 7:30 – 9:30 PM (est) • Citizen Review Board 2nd Monday each mo. – 7:00-9:00 PM (est) • Code Enforcement Board 4th Tuesday each mo. – 10:00 – 12 Noon (est) • Local Law Enforcement Block Grant As needed basis – est 1 hour • Marine Advisory Board 1st Thurs. each mo. – 7:00 –9:00 PM • Parks, Recreation & Beaches Board 4th Wednesday each mo. 7:00 – 9:00 PM (est) • Urban Design Steering Core Committee Once per month (TBA) -. (est 5 hours) 	\$_____ \$_____ \$_____ \$_____ \$_____ \$_____ \$_____ \$_____	\$_____ \$_____ \$_____ \$_____ \$_____ \$_____ \$_____ \$_____
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Note: Most Board activities recess for the Month of August each year.

Other: The City of Fort Lauderdale has implemented a Purchasing Card program through SunTrust, using the Visa Network. This manner of ordering, and payment may be used by the City, if applicable, during the contract term. Vendors will receive payment from the card in the same manner as other Visa purchases.

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EVALUATION Test Minutes:

If there will be a charge to attend a meeting and provide sample minutes, please indicate the total cost to provide for our evaluation.

\$ _____

Transcript charges, cost/per page, if applicable.

\$ _____

Additional Fees/Services:

Please indicate all other Charges, fees, and services available related to providing these services, if applicable. (i.e. overnight, expedited, electronic media, etc.)

You may provide this information as an appendix to your RFP response, identified by this section and reference.\

IV. PRICING FOR “REALTIME CLOSED CAPTIONING SERVICES”: Proposers are requested to provide a firm, fixed hourly cost, or cost per meeting (based on the average meeting time) for each City Commission and City Advisory Board Meeting, or a combination of average meeting cost and hourly rate for excess hours. The cost proposed shall be F.O.B. City of Fort Lauderdale meeting location, to include costs for all equipment, personnel, and travel back and forth, if applicable.

<u>CITY COMMISSION MEETINGS</u>	<u>FIRM FIXED \$/PER MEETING</u>	<u>PER HR COST</u>
I. a) Conference Meeting	\$ _____	\$ _____
b) Regular Meeting	\$ _____	\$ _____
II. Special Commission Meetings		\$ _____

<u>III. ADVISORY BOARD MEETINGS</u>	<u>FIRM FIXED \$/PER MEETING</u>	<u>PER HR COST</u>
• Aviation Advisory Board 4 th Thurs. each mo. – 1:30 – 3:30 PM	\$ _____	\$ _____
• Board of Adjustment 2 nd Wednesday each mo – 7:30 – 9:30 PM (est)	\$ _____	\$ _____
• Citizen Review Board 2 nd Monday each mo. – 7:00-9:00 PM (est)	\$ _____	\$ _____
• Code Enforcement Board 4 th Tuesday each mo. – 10:00 – 12 Noon (est)	\$ _____	\$ _____
• Local Law Enforcement Block Grant As needed basis – est 1 hour	\$ _____	\$ _____
• Marine Advisory Board 1 st Thurs. each mo. – 7:00 –9:00 PM	\$ _____	\$ _____

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- **Parks, Recreation & Beaches Board** \$ _____ \$ _____
4th Wednesday each mo. 7:00 – 9:00 PM (est)
- **Urban Design Steering Core Committee** \$ _____ \$ _____
Once per month (TBA) -. (est 5 hours)

Please indicate your ability to accept Visa in the space provided below:

_____ Will accept
_____ Will not accept

Other Proposer Comments: _____

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PART II - TECHNICAL PROPOSAL

The following issues should be fully responded to in your proposal in concise narrative form. Additional sheets should be used, but they should reference each issue and be presented in the same order.

- I. Understanding of the City's needs and your overall approach to those needs.
If additional space is needed, please attach as an appendix to your RFP response and mark Part II Technical Proposal 1.

- II. Ability to meet schedules, provide back-up, equipment, software, and define methodology to be used. Please provide details on all equipment used, software, etc.

- III. Are you able to begin Contract Services following award in accordance with the City's RFP schedule?
YES: _____ NO: _____

If NO, please explain.

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PART III - QUESTIONNAIRE

Prior Experience:

- Number of years experience the proposer has had in providing minutes secretary services similar to the size and complexity of the City's services:

_____Years

- Number of years proposers has had in providing "closed captioning services":

_____Years

Clients: _____

- List below those persons who will have a management or senior supervisory position working with the City, if you are awarded the contract. List name, title or position, and project duties. **A resume or summary of experience and qualifications must accompany your proposal.**

- List below all personnel proposed for the City's Contract, and include resume, credentials, and other documentation to support their ability to perform these services, in accordance with the City's RFP specifications. (Include copies of all applicable certifications)

- **List all clients for whom you have provided the same or similar services in the last three years.** Provide agency name, address, telephone number, contact person, and date service was provided. If services provided differ from the one presented in your proposal, please delineate such differences.

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- List those **City of Fort Lauderdale agencies with which the proposer has had contracts or agreements** during the past three (3) years:

- **Lawsuits (any) pending or completed** involving the corporation, partnership or individuals with more than ten percent (10%) interest:
 - a. List all pending lawsuits which are concerned directly with the staff or part of your organization proposed for the contract:

 - b. list all judgments from lawsuits in the last 5 years which are concerned directly with the staff or part of your organization proposed for the contract.

The proposer understands that the information contained in these Proposal Pages is to be relied upon by the City in awarding the proposed Agreement, and such information is warranted by the proposer to be true. The proposer agrees to furnish such additional information, prior to acceptance of any proposal, relating to the qualifications of the proposer, as may be required by the City.

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Have you provided the required number of copies of the RFP and all attachments? **(ONE ORIGINAL AND NINE COPIES OF THE RFP AND ALL BACK-UP DOCUMENTATION.)**

Yes:_____

PROPOSER PLEASE INSURE THAT YOU HAVE SIGNED THE SIGNATURE PAGE OF THESE PROPOSAL PAGES. OMISSION OF A SIGNATURE ON THAT PAGE MAY RESULT IN REJECTION OF YOUR PROPOSAL

COMPLETE AND RETURN THE REQUIRED NUMBER OF PROPOSAL PAGES AND ATTACHMENTS.

8984 Mins Secy Rv 4 122303

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EXHIBIT A

City of Fort Lauderdale **GENERAL CONDITIONS**

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Division of Procurement & Materials Management. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement.

PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:

- 1.01 BIDDER ADDRESS:** The City maintains automated vendor mailing lists for each specific Commodity Class Item. Invitation to Bid (ITB'S) will be mailed first to a selection of Bidders who have fully registered on our system. Requests will be mailed to unregistered Bidders within a reasonable time frame for that bid only. Neither the mailing of one ITB to the vendor, nor a bid in return, will register a vendor on our system. If you wish purchase orders sent to a different address, please so indicate. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 30 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.04 TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.05 BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that his bid and the prices quoted in his bid will be firm for acceptance by the City for a period of ninety (90) days from the date of bid opening unless otherwise stated in the ITB.
- 1.06 VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.
- By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared, by the City as conditional.
- 1.07 NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.08 MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its purchasing activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term 'Minority Business Enterprise' means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

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WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including Pakistani and East Indian.

HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

1.09 MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION

It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal. If a proposer is considered for award, he will be asked to meet with City staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

1.09(a) CERTIFICATION BY BROWARD COUNTY, FL: If awarded a contract or purchase order as a result of this solicitation, and if the awarded contractor/vendor is claiming minority status in accordance with Section 1.08 of the General Conditions, then said awarded contractor/vendor shall apply for certification by Broward County, Florida, Division of Equal Employment and Small Business Opportunity. Contractor/vendor shall provide documentation of application status, and once approved or disapproved by Broward County, must also provide that documentation to the Purchasing Division of the City of Fort Lauderdale.

Part II DEFINITIONS/ORDER OF PRECEDENCE:

2.01 BIDDING DEFINITIONS The City will use the following definitions in its general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:
INVITATION TO BID (ITB) when the City is requesting bids from qualified Bidders.
REQUEST FOR PROPOSALS (RFP) when the City is requesting proposals from qualified Proposers.
BID – a price and terms quote received in response to an ITB.
PROPOSAL – a proposal received in response to an RFP.
BIDDER – Person or firm submitting a Bid.
PROPOSER – Person or firm submitting a Proposal.
RESPONSIVE BIDDER – A person whose bid conforms in all material respects to the terms and conditions included in the ITB.
RESPONSIBLE BIDDER – A person who has the capability in all respects to perform in full the contract requirements, as stated in the ITB, and the integrity and reliability that will assure good faith performance.
FIRST RANKED PROPOSER – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.
SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.
CONTRACTOR – Successful Bidder or Proposer who is awarded a Purchase Order, award Contract, Blanket Purchase Order agreement, or Term Contract to provide goods or services to the City.
CONTRACT – A deliberate verbal or written agreement between two or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be called, for the procurement or disposal of equipment, materials, supplies, services or construction.
CONSULTANT – Successful Bidder or Proposer who is awarded a contract to provide professional services to the City.
The following terms may be used interchangeably by the City: ITB, or RFP; Bid or Proposal; Bidder, Proposer, or Seller; Contractor or Consultant; Contract, Award, Agreement or Purchase Order.

2.02 SPECIAL CONDITIONS: Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,

PART III BIDDING AND AWARD PROCEDURES:

3.01 SUBMISSION AND RECEIPT OF BIDS: To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidder's should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Procurement Office, or other designated area, in the presence of Bidder's, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.

3.02 MODEL NUMBER CORRECTIONS: If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.

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- 3.03 PRICES QUOTED:** Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.
- 3.04 TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption number for Federal Excise taxes is 59-74-0111K, and State Sales tax exemption number is 16-03-196479-54C.
- 3.05 WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.
- 3.06 APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in his bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in his bid, to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.
- 3.07 MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet, or exceed these items, and feels that the technical specifications are overly restrictive, he must notify the Procurement Division immediately. Such notification must be received by the Procurement Division prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.
- 3.08 MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle him to any relief from the conditions imposed in the contract.
- 3.09 SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.
- 3.10 LIFE CYCLE COSTING:** If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.
- 3.11 BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.
- 3.12 USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.
- 3.13 QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Procurement Manager reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 3.14 BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond, postal money order, cashiers check, or irrevocable letter of credit. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond or irrevocable letter of credit, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.
- 3.15 PUBLIC RECORDS:** Florida law provides that municipal records shall at all times be open for personal inspection by any person. Section 119.01, F.S., The Public Records Law. Information and materials received by City in connection with an ITB response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 10 days after bid opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. If the Proposer believes any of the information contained in his or her response is exempt from the Public

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Records Law, then the Proposer, must in his or her response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise, the City will treat all materials received as public records.

- 3.16 PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City.
- 3.17 RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.

If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the City.

- 3.18 LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

PART IV BONDS AND INSURANCE

- 4.01 PERFORMANCE BOND/IRREVOCABLE LETTER OF CREDIT:** If a performance bond or irrevocable letter of credit is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond or an Unconditional Irrevocable Letter of Credit payable to the City of Fort Lauderdale, Florida, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent. If a Letter of Credit is chosen, it must be in a form acceptable to the City, drawn on a local (Broward, Dade or Palm Beach Counties) bank acceptable to the City and issued in favor of the City of Fort Lauderdale, Florida. If a Bidder wishes to use a non-local bank, he must have prior City approval of the requirements to draw against the Letter of Credit.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond or Irrevocable Letter of Credit is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

- 4.02 INSURANCE:** If the Contractor is required to go on to City property to perform work or services as a result of ITB award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions.

The Contractor shall provide to the Purchasing Division original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractor's insurance is subject to the approval of the City's Risk Manager. The certificates must list the City as an ADDITIONAL INSURED and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting his bid, agrees to abide by such modifications.

PART V PURCHASE ORDER AND CONTRACT TERMS:

- 5.01 COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES:** Items offered may be tested for compliance to bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:
- Bidder's name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
 - All City Departments being advised to refrain from doing business with the Bidder.
 - All other remedies in law or equity.
- 5.02 ACCEPTANCE, CONDITION, AND PACKAGING:** The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for

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storage and shipment by common carrier, and all prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.

- 5.03 SAFETY STANDARDS:** All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupational Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Material Safety Data Sheet (MSDS).
- 5.04 ASBESTOS STATEMENT:** All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB he will supply only material or equipment that is 100% asbestos free.
- 5.05 OTHER GOVERNMENTAL ENTITIES:** If the Bidder is awarded a contract as a result of this ITB, he will, if he has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.
- 5.06 VERBAL INSTRUCTIONS PROCEDURE:** No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.
- 5.07 INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, purchasing policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.
- 5.08 INDEMNITY/HOLD HARMLESS AGREEMENT:** The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorney fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.
- 5.09 TERMINATION FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.
- 5.10 TERMINATION FOR CONVENIENCE:** The City reserves the right, in its best interest as determined by the City, to cancel contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 5.11 CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
- 5.12 RECORDS/AUDIT:** The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The form of all records and reports shall be subject to the approval of the City's Internal Auditor. The Contractor agrees to make available to the City's Internal Auditor, during normal business hours and in Broward, Dade or Palm Beach Counties, all books of account, reports and records relating to this contract for the duration of the contract and retain them for a minimum period of one (1) year beyond the last day of the contract term.
- 5.13 PERMITS, TAXES, LICENSES:** The successful Contractor shall, at his own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried on under this contract.
- 5.14 LAWS/ORDINANCES:** The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.
- 5.15 NON-DISCRIMINATION:** There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract.
- 5.16 UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party to the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required items or services, then the

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Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor, and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:

1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.
2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.
3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve themselves of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying him for receiving any business from the City for a state period of time.

If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.

- 5.17 ELIGIBILITY:** If applicable, the Contractor must first register with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with the City.
- 5.18 PATENTS AND ROYALTIES:** The Contractor, without exception, shall indemnify and save harmless the City and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.
- 5.19 ASSIGNMENT:** Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the City Manager or selected designee.
- 5.20 LITIGATION VENUE:** The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District in and for the State of Florida.

Form G-107 Rev. 07/01

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Exhibit B – LISTING OF CITY BOARDS/REGULARLY SCHEDULED DATES

This Exhibit is in a PDF format. If you are unable to open it, please access the following weblink:

<http://www.ci.ftlaud.fl.us/citygov/clerk/boardsummaries.pdf>

Twenty-eight appointed boards and four Committees serve important roles in the City. Most function in an advisory capacity to the City Commission, but some administer city functions, such as those boards who oversee the City Pension Plans, and the Code Enforcement Boards. The following table contains a summary of these boards and the responsibilities of each.

To learn how you may qualify to serve on an advisory board, call the City Clerk's office at (954) 828-5002.

AVIATION ADVISORY BOARD

Purpose: To recommend to the City Commission action necessary for the planning, establishment, development, construction, enlargement, improvement, maintenance, operation, regulation and policing of airports owned, operated and controlled by the City.

BEACH REDEVELOPMENT BOARD

Purpose: Prepare a community redevelopment plan for the Central Beach Redevelopment Area subject to the approval of the City Commission and to recommend actions to be taken by the City Commission to implement the community redevelopment plan.

BOARD OF ADJUSTMENT

Purpose: To receive applications and hear appeals in cases involving zoning regulations and subject to appropriate conditions and safeguards, to make special exceptions to the terms of zoning ordinances of the City.

BOARD OF TRUSTEES OF THE GENERAL EMPLOYEES RETIREMENT SYSTEM

Purpose: To administer the Pension Plan of the City for general employees.

BOARD OF TRUSTEES OF THE POLICE & FIREFIGHTERS RETIREMENT SYSTEM

Purpose: To administer the Pension Plan of the City for Police and Firefighters.

BUDGET ADVISORY BOARD

Purpose: To provide to the City Commission input and recommendations on the upcoming fiscal year budget based on a taxpayer's perspective.

CEMETERIES BOARD OF TRUSTEES

Purpose: To administer the operations of the municipal cemeteries.

CHARTER REVISION BOARD

Purpose: Advising the City Commission on the propriety of the existing charter and, further, to make such suggestions and recommendations to perfect said charter so as to establish a better government of and for the City.

CITIZENS' BOARD OF RECOGNITION

Purpose: To assure proper recognition of outstanding contributions made by local citizens in various areas of endeavor, and to develop criteria for the selection of such individuals, and to study, analyze and present to the City Commission proposals on matters relating to the observance of certain significant historical occasions.

CITIZEN REVIEW BOARD

Purpose: This board shall review all complaints investigated by the internal affairs division of the Police Department. The board's decision shall be advisory only to the City Manager. Citizen Review Board recommendations may include matters relating to non-operational aspects of the Police Department's activities, including but not limited to training, disciplinary and administrative policies and procedures, when such matters come to the board's attention in connection with the board's review of a particular Internal Affairs investigation.

CIVIL SERVICE BOARD

Purpose: To advise City Manager and City Commission on personnel matters; to hear appeal of employees who may be aggrieved by decisions of their superiors.

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CODE ENFORCEMENT BOARD

Purpose: To promote, protect and improve the health, safety and welfare of the Citizens of Fort Lauderdale by providing an equitable, expeditious, effective and inexpensive method of enforcing the technical laws and codes of the city.

COMMUNITY APPEARANCE BOARD

Purpose: Promotion of community aesthetic standards of excellence for outstanding examples of new buildings and improvements made to existing buildings.

COMMUNITY SERVICES BOARD

Purpose: Review community development block grant related activities; review social service, cultural, promotional allocations; seek and develop innovative funding sources such as foundations, grants, ect.; and provide recommendations to the City Commission.

DOWNTOWN DEVELOPMENT AUTHORITY

Purpose: To revitalize and preserve property values and prevent deterioration in the downtown area by a system of self help. To provide a vehicle whereby property owners, who will benefit directly from the results of such a program, will bear the substantial cost thereof.

ECONOMIC DEVELOPMENT BOARD

Purpose: Provide the City with the benefit of knowledge, experience and business resources of the members in order to further the efforts of the Economic Development Department in business attraction, retention and development; to serve as business ambassadors by promoting the City to the business community throughout the country and the world; to advise the City Commission on specific issues regarding local, national and international business recruitment, retention and expansion.

EDUCATION ADVISORY BOARD

Purpose: The purpose and duties of the Education Advisory Board are to advise the City Commission on issues relating to education matters which will impact the quality of education for City residents, or which will impact education facilities located with the City.

HISTORIC PRESERVATION BOARD

Purpose: The function and responsibility of the Historic Preservation Board.

HOUSING AUTHORITY OF FORT LAUDERDALE

Purpose: To discover, assess, and determine the need for sanitary, clean dwelling accommodations for low-income groups; to make plans for low-income housing; to make rules and regulations pertaining to minimum standards for housing and enforce same.

INSURANCE ADVISORY BOARD

Purpose: Review all aspects of the City's insurance program and needs and make recommendations to the City Commission thereon.

LAW ENFORCEMENT BLOCK GRANT ADVISORY BOARD

Purpose: To make nonbinding recommendations to the City Commission on the use and allocation of block grant funds received by the City.

MARINE ADVISORY BOARD

Purpose: Study and recommend to the City Commission regarding operation, activities, regulations, advertising and publicity of the waterways of the City.

NORTHWEST PROGRESSO FLAGLER HEIGHTS REDEVELOPMENT ADVISORY BOARD

Purpose: To review the Plan for the NPFCRA and recommend any changes to the Plan. To make recommendations regarding the exercise of the City Commission's powers as a community redevelopment agency in order to implement the Plan and carry out and effectuate the purposes and provisions of Chapter 61-2165, Laws of Florida, and Section 163.330 through 163.450, Florida Statutes in the NPFCRA. To receive input from members of the public interested in redevelopment of the NPFCRA and to report such information to the City Commission.

NUISANCE ABATEMENT BOARD

Purpose: To promote, protect, and improve the health, safety, and welfare of the citizens by imposing administrative fines and other noncriminal penalties in order to provide an equitable, expeditious, effective, and inexpensive method of enforcing ordinances under circumstances when a pending or repeated violation continues to exist.

PARKS, RECREATION AND BEACHES BOARD

Purpose: To study and advise the City Commission on all matters pertaining to the use, maintenance, acquisition, rules and regulations of the parks and recreation facilities of the city.

PERFORMING ARTS CENTER AUTHORITY

Purpose: The function and responsibility of the Performing Arts Center Authority shall be to perform the duties prescribed by Senate Bill No. 776.

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PLANNING AND ZONING BOARD

Purpose: To investigate and study the City plan and growth and recommend to the City Commission thereon.

UNSAFE STRUCTURES AND HOUSING APPEALS BOARD

Purpose: To hold appeal hearings regarding violators of the Minimum Housing Code and condemnation of structures under the South Florida Building Code.

CODE ADVISORY COMMITTEE

Purpose: To provide input on Code-related issues facing the City.

PARKS BOND COMMITTEE

Purpose: ??????.

URBAN DESIGN STEERING CORE COMMITTEE

Purpose: To provide input into the formulation of a Request for Qualifications (RFQ) and scope of services for urban design master plan (Downtown Master Plan), and act as advisory committee to review the proposed urban design master plan.

UTILITIES ADVISORY COMMITTEE

Purpose: To provide input on Florida Power and Light related issues facing the City.

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APPENDIX “A”

I. SAMPLE MINUTES FROM CITY COMMISSION CONFERENCE & REGULAR MEETINGS & COMMUNITY REDEVELOPMENT AGENCY BOARD
COMMISSION CONFERENCE 1:37 P.M. MARCH 18, 2003

Present: Mayor Naugle
Commissioners Hutchinson, Teel, Moore, and Trantalis
Also Present: City Manager
City Attorney
City Clerk
Sergeant Wheeler

I-A – City of Fort Lauderdale’s New URL and Website Design

The City Manager welcomed the two new Commissioners. He explained that he wanted to disclose officially for the first time the City’s new website. He stated they had been placing a lot of emphasis on improving their communications beyond the printed word, and how the City was looking in Cyberspace. He proceeded to introduce Leslie Backus, Director of Communications.

Leslie Backus thanked everyone for the opportunity to demonstrate the City’s new redesigned and updated website. She stated they had been on line since 1995, when, at the Mayor’s request, they had put out one of the first municipal websites in the State. She explained that since that time the site had grown and included over 2,000 pages of information, including City programs and services such as the live broadcasts of Commission meetings. She stated that in the past the site had lacked consistency. She explained that about one year ago Mark Dennin had been hired as the City’s webmaster and one of his first tasks was to completely redo the site. She stated that they were going to show the new website to the Commission, including some new features which had been added as early as this morning.

Mark Dennin, Webmaster, stated that they had launched the new design on March 1, 2003, with a new address for the City which was www.fortlauderdale.gov and he felt it reflected what the City did and stated that they were happy to have such an address. He commented that e-mail addresses at this time for employees would remain the same, and no change would be implemented for at least 2-3 months.

Mr. Dennin stated that in developing the new design the main things he wanted to focus on were improved useability, improved functionality, and consistency of design. He explained that the basic design stayed the same, but the elements had changed. He proceeded to show the main home page and explained they were attempting to organize information into various areas. He stated they wanted to provide multiple ways for people to find information, and one of the things they did was create four major divisions of information. Those divisions were: City Hall, Business, Community and Leisure. He stated they were broad areas with a lot of flexibility and within those areas one could locate various departments.

Mr. Dennin stated there were some new features on the main site which did not exist previously, and those were a site search, “I want to” index, alphabetical index of departments, “This Week”, Festival and Events, Downtown Live, and “What’s New.” He explained at the top of the page was something called “bread crumbs” which left a trail as to where one had been and could be used to navigate to various areas.

Mr. Dennin explained that now parking tickets could be paid on line. Other features for the future which were under consideration were on-line registration for classes and job applications. He stated that another new application he was presently working on was “On-line Calendar of Events.”

Commissioner Moore asked if Community Development was listed. He was informed that was an area which was presently under development. Commissioner Moore asked if under Community Development the particular grants and rehabilitation programs would be listed, along with an application process to be

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used. Mr. Dennin stated it was not there at this time. Ms. Backus remarked they were developing such information for this department, and if the application could be accommodated on a standard textile form then it could be put on the website.

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CRA MEETING WAS CONVENED AT 4:25 P.M.

COMMISSION CONFERENCE MEETING RECONVENED AT 4:52 P.M.

I-F – Single Entrance Fee for Parking for Special Events

Mayor Naugle stated that he wanted the memorandum corrected for the record because he did not want the City giving the impression that they were price gouging for special events. He felt the rate should be \$1.50 per hour.

Commissioner Hutchinson stated that she wanted to leave the lot open because it was Spring Break.

Doug Gottshall, Parking Director, stated that the Oceanside lot would remain open as would the Sabastian and Alhambra Street lots for the public. He added that the Oceanside lot would have a \$6 single-entry rate, and he explained that one of the underlying reasons they did this was because it was difficult during a special event to return to feed the meters. He added that some of the private lots charged anywhere from \$25 to \$50 during special events. Mayor Naugle remarked that he had thought the Oceanside lot was \$10. Mr. Gottshall agreed and stated that he had made an error previously stating it would be \$6.

Commissioner Moore felt this matter should be discussed at a future meeting so feedback could be given to the Commission. He stated that his concern was that they had the opportunity to explain how the dollar amount had been arrived at, and why various sites had been chosen for those rates. Commissioner Moore suggested that certain meters be chosen for a limited period of time with free parking provided.

Ken Strand stated that an event had been held at the Performing Arts Center and there had been a special event charge of \$3 for parking. He further stated that he did not understand why that charged had been posted since the people were only there for a short time frame.

Mayor Naugle stated that he did not agree with a special event rate being charged for short-time parking.

Bud Bentley, Assistant City Manager, stated it was not a revenue issue. He explained that one issue was logistics and when there was a special event at the beach, gridlock would occur, and one of the purposes of a special event fee was to make parking expensive so people would car pool or look for alternative transportation. He stated that promoters organized up to 11,000 remote parking spaces, and he felt it would be inconsistent to put out the message that free parking was available at the beach.

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Mr. Bentley stated when special events were held and people were attempting to find a parking space, they would fill up the lots and then wait until someone returned to their car. He reiterated that this caused conflicts between the people waiting on the spots who were competing for the spots. He explained the lots would be manned and when someone exited, the someone else would be permitted to enter.

Commissioner Trantalis clarified that one goal during an event on the beach was to set aside enough parking for the participants because if that was not done, then people would get frustrated and be deprived of parking spaces, but the \$10 charge would dissuade casual participants.

Mayor Naugle stated he was not looking at the situation from the standpoint of the people participating in the event, but he had been thinking of the casual users of the lot. He further stated that the promoters did not advertise parking locations.

Action: Commission agreed to a \$10 rate for special event parking.

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II-A – Accelerated Capital Improvement Program (CIP) Quarterly Report for the First Quarter of 2003

Commissioner Hutchinson asked what the \$271,000 had been budgeted for in connection with Station 47. She asked if they were going to do life safety code improvements if they were going to completely rebuild the station.

Commissioner Trantalis left the meeting at approximately 4:56 p.m.

Alan Gavazzi, Chief Architect, confirmed, and stated that the \$271,000 had been for the repairs for the entire station. Commissioner Hutchinson asked how long the modular unit would remain in the backyard. Mr. Gavazzi stated that it would be delivered on site.

Commissioner Trantalis returned to the meeting at approximately 4:57 p.m.

Commissioner Hutchinson asked how long it would be there before construction began. Mr. Gavazzi stated that funding was the biggest issue at this time.

Commissioner Teel stated that the building at George English Park would still be inadequate for the neighborhood it was serving.

Greg Kisela, Assistant City Manager, stated that they would present some options to the Commission.

Commissioner Moore asked for an update regarding the relocation of the trash transfer station. The City Manager remarked that it was not a part of the accelerated CIP. He explained they had explored the matter in an attempt to better use the site, but since their first efforts failed they had not revisited this matter.

Commissioner Moore asked if they could check and see if there were any alternative locations for the Trash Transfer Station which could be considered, and if there were no alternative sites available, then they needed to make a decision to improve the blight.

Action: Options to be presented to the Commission.

III-B – Advisory Board Appointments

Budget Advisory Board

Action: Deferred

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Code Enforcement Board

Commissioner Hutchinson appointed Richard Mancuso as an
alternate for the Code Enforcement Board.

Action: Formal action to be taken at the Regular Meeting.

Community Appearance Board

Action: Deferred

Economic Development Board

Action: Deferred

Education Advisory Board

Commissioner Moore appointed Gwen Watson for the Education Advisory Board.

Action: Formal action to be taken at the Regular Meeting.

Unsafe Structures and Housing Appeals Board

Action: Deferred

CLOSED DOOR MEETING WAS CONVENED AT 5:05 P.M.

COMMISSION CONFERENCE MEETING RECONVENED AT 5:20 P.M.

IV – Commission Reports

FDOT PROJECTS

Commissioner Hutchinson stated that one FDOT project was
at US 1 and SE 17 Street, and she asked if that matter was
coming back to the Commission.

The City Manager confirmed.

Commissioner Hutchinson also stated that DOT was going to make changes on State Road 84 at SW 14th Avenue, and asked if that project was going to come before the Commission. She remarked that the community had already received a letter regarding the project.

The City Manager stated they would check on the matter.

Fire Safety Issues for Condominiums

Commissioner Hutchinson stated that she had read that
Representative Mack was going to push for legislation
regarding condominiums and granting them relief. She
stated this was a life safety fire issue, but yet they
were being granted 12 years to comply.

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and Various City Advisory Boards**

The City Manager stated that Chief Latin had raised this issue before the Commission in the past and laid the plans for alternative payments, along with alternative means to address such concerns.

Commissioner Hutchinson asked if the City needed to have their lobbyist be aware of this at State level.

Mayor Naugle felt that a discussion should be held regarding both sides of the matter. He felt he did not have enough information regarding this matter at the present time.

Commissioner Teel stated that individuals were concerned about this matter because even though they were being given 12 years, it placed a lien on their property.

Action: Item to be placed on Conference Agenda for April 3, 2003.

River Oaks Property Acquisition

Commissioner Hutchinson asked for an update regarding River Oaks.

Greg Kisela, Assistant City Manager, stated that they had appraisals, an offer had been made, and it had been countered twice.

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FORT LAUDERDALE CITY COMMISSION
MARCH 18, 2003

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MINUTES OF A REGULAR MEETING **CITY COMMISSION**

**CITY COMMISSION MEETING ROOM
CITY HALL
FORT LAUDERDALE, FLORIDA**

MARCH 18, 2003

Meeting was called to order at approximately 6:17 p.m. by Mayor Naugle on the above date.

Roll call showed:

Present: Commissioner Dean J. Trantalis
Commissioner Christine Teel
Commissioner Carlton B. Moore
Commissioner Cindi Hutchinson
Mayor Jim Naugle

Absent: None

Also Present: City Manager, F. T. Johnson
City Attorney, Harry Stewart
City Clerk, Lucy Kisela
Sergeant At Arms, Sergeant Furdon

Invocation was offered by Chaplain Rick Braswell, followed by the recitation of the Pledge of Allegiance.

Note: All items were presented by Mayor Naugle unless otherwise shown, and all those desiring to be heard were heard. Items discussed are identified by the agenda number for reference. Items not on the agenda carry the description "OB" (Other Business).

Presentations

OB

1. Expressions of Sympathy

The Mayor and City Commissioners presented an Expression of Sympathy to the families of Jeanine M. Marrinson, Estelle Guthrie, and Julie Tech.

2. Elections 2003

Miriam Oliphant, Supervisor of Elections, stated that the partnership which had been created in this last municipality election was a unique and important one. She further stated that she wanted to express her appreciation to the City for their assistance and services rendered by Lucy Kisela, City Clerk, and other staff members. She proceeded to present a Certificate of Commendation to the City of Fort Lauderdale for their hard work which was accepted by Lucy Kisela.

Lucy Kisela stated that the success of the elections could not have been possible without the tremendous assistance of Tim Edkin and the Information Technology Staff, Leslie Backus of Public Information; and Jeff Modarelli, Assistant City Clerk. She thanked City staff who had "stepped up to the plate," and also the City Manager who was very supportive to the staff throughout this process.

3. Bass Park Swim Team

Steve Person, Recreation Superintendent, introduced the Bass Park Swim Team. He explained that last month 41 children from ages 6 to 18 traveled to Washington, D.C. to participate in the 17th Annual Black History Invitational Swim Meet which was the largest meet for minority swimmers in the world. He stated that over 500 children had participated. He then proceeded to introduce Barbara Barber, Recreation Program Coordinator, and Shay Roundtree, Recreation Programmer.

Ms. Barber proceeded to introduce the coaching staff and swim team and awarded trophies to the children for their endeavors.

4. "WOW Award"

Commissioner Moore asked that James and Maxine Maxwell to come up to the podium and receive the "WOW" Award for the month of March. He stated that this home was located at 2008 NW 3 Court, Dorsey Riverbend. He further stated that the Maxwells had lived in their home for seven years and during that time had made extensive improvements to the property, including a new circular driveway and Spanish tile roof.

Steve Hillberg, Community Appearance Board Chairman, presented the Maxwells with a sign to be displayed in their yard for the next month showing the community that they had been winners of the WOW Award. The sign was sponsored by Lennar Homes, AMAR Hardware and R&S Realty.

5. Mr. Maxwell thanked the City, along with Commissioner Moore, for their award.
Paul Costanzo

Commissioner Hutchinson presented a commendation to Paul Costanzo, Interim Community Development Manager, for coordinating the efforts on the City's redistricting process for City Commission boundaries.

Commissioner Moore left the meeting at approximately 6:45 p.m.

Paul Costanzo thanked Lucy Kisela, Chaz Adams, and Kerry Cunningham for all their hard work.

Consent Agenda

(CA)

The following items were listed on the agenda for approval as recommended. The City Manager reviewed each item and observations were made as shown. The following statement was read:

Those matters included under the Consent Agenda are self-explanatory and are not expected to require review or discussion. Items will be enacted by one motion; if discussion on an item is desired by any City Commissioner or member of the public, however, that item may be removed from the Consent Agenda and considered separately.

Event Agreement - Ocean Festival Dive and Adventure Sports Expo

(M-1)

A motion authorizing the proper City officials to execute an Insurance, Indemnification, and Hold Harmless Agreement with the **Greater Fort Lauderdale Chamber of Commerce** to indemnify, protect, and hold harmless the City from any liability in connection with the **Ocean Festival Dive and Adventure Sports Expo** to be held **Friday, May 16, 2003 from 5:00 p.m. to 11:00 p.m.; Saturday, May 17, 2003 from 10:00 a.m. to 11:00 p.m.; and Sunday, May 18, 2003 from 10:00 a.m. to 6:00 p.m.** at South Beach.

Recommend: Motion to approve.

Exhibit: Memo No. 03-439 from City Manager.

Event Agreement - Evangelebration 2003**(M-2)**

A motion authorizing the proper City officials to execute an Insurance, Indemnification and Hold Harmless Agreement with **PMP Group Inc.** to indemnify, protect, and hold harmless the City from any liability in connection with **Evangelebration 2003** to be held **Saturday June 7, 2003 from 4:00 p.m. to 11:00 p.m.** at the Fort Lauderdale Stadium festival site.

Recommend: Motion to approve.

Exhibit: Memo No. 03-438 from City Manager.

Event Agreement - Spring Get Downtown Office Party**(M-3)**

A motion authorizing the proper City officials to execute an Insurance, Indemnification and Hold Harmless Agreement with **Riverwalk Fort Lauderdale Inc.** to indemnify, protect, and hold harmless the City from any liability in connection with the **Spring Get Downtown Office Party** to be held **Friday, April 11, 2003 from 5:00 p.m. to 8:30 p.m.** at The Brasserie Las Olas, 333 East Las Olas Boulevard, and adjacent courtyard.

Recommend: Motion to approve.

Exhibit: Memo No. 03-345 from City Manager.

Event Agreement - Great Strides**(M-4)**

A motion authorizing the proper City officials to execute an Insurance, Indemnification and Hold Harmless Agreement with the **Florida Chapter of the Cystic Fibrosis Foundation** to indemnify, protect, and hold harmless the City from any liability in connection with **Great Strides** to be held **Saturday, May 17, 2003 from 7:30 a.m. to 12:30 p.m.** at Las Olas Riverfront and downtown sidewalks.

562-7405 - All Risk Property Insurance**(Pur-7)**

Annual renewal of all risk property insurance for various city facilities is being presented for approval by the Finance, Risk Management Division.

Recommended Award: The Beacon Group

Boca Raton, FL

FM Global

Alpharetta, GA

Amount: \$ 813,525.00 (estimated)

Bids Solicited/Rec'd: N/A

Exhibits: Memorandum No. 03-444 from City Manager

The Procurement and Materials Management Division reviewed this item and agrees with the recommendation to approve the annual contract renewal.

Motion made by Commissioner Hutchinson and seconded by Commissioner Trantalis that Consent Agenda Item Nos. M-6, M-9, M-11, M-12 and M-16 be deleted from the Consent Agenda and considered separately, and that all remaining Consent agenda items be approved as recommended. Roll call showed: YEAS: Commissioners Teel, Trantalis, Hutchinson, and Mayor Naugle. NAYS: None.

**Purchase of Property - The Anthony Family Limited
Partnership, A Florida Limited Partnership -
825 East Sunrise Boulevard - Replacement of Fire Station 29**

(M-6)

Commissioner Hutchinson stated that she had pulled this item and acknowledged that she had not had the opportunity to participate in the relocation of Station 2, but stated that certain parts of her district were affected by response times and that was why they were looking to build another station south of the River. She asked if this matter was time sensitive and stated that she would prefer to have them come back before the Commission at their next meeting and supply a comfort level to her that 1.7 of a mile would not affect other areas this current station serviced as it related to response times.

Commissioner Moore returned to the meeting at approximately 6:48 p.m.

Otis Latin, Chief of Fire-Rescue, stated that he could provide the necessary information at tonight's meeting. He explained that he had a computer program whereby he could run models on the areas and identify locations in those areas where it would be prudent to move the station to, and according to the models which he ran the site discussed would be an ideal location. He explained further that even if he moved a station from one block to the next, it would affect response times in the immediate area, but it would still be within the response profile and goal for the area. She stated that if this would not affect the response times greatly, then she would agree to move things forward. Chief Latin reiterated that the immediate areas would be affected by the relocation of a station, but they would still be within their response profile.

Motion made by Commissioner Hutchinson and seconded by Commissioner Moore to approve this item.

Commissioner Trantalis asked why the Fire Department had chosen a commercial site for their fire station, and if it had been due to a cost factor. Chief Latin stated they had checked on various sites in the area, and explained that this would be a good location for the station. He also stated that residents did not like a station in their immediate neighborhoods due to the noise factor involved. He continued stating that

from an economic standpoint, this property was cheaper, and he further explained that it was hard to find property especially where it could be in a good response location. Chief Latin also stated that one feature at this site was a traffic light.

Commissioner Trantalis further asked if there would be any zoning requests in connection with this purchase. Chief Latin stated that as far as he knew there would be no requests for a change of zoning.

Commissioner Hutchinson stated that she did not think there was a curb cut on Sunrise Boulevard and suggested they check. She further stated that they had done a "public purpose" on a lot of City property, and asked if this was something they might come back with in relation to this parcel of land.

Horace McHugh, Assistant to City Manager, stated that they might come before the Commission to change the zoning to a Community Facility since it was now zoned as Business and RM. He continued stating that they had not gotten into the design of this facility as of this time, and depending on its design they might be able to take advantage of the traffic light and then go east and west on Sunrise, as well as using Federal Highway which would increase the accessibility into the downtown area. Mr. McHugh also stated that they had ran a profile and targeted various areas which would give them a desired response profile.

Commissioner Hutchinson stated that she was concerned if the area was rezoned to Community Facility due to the obnoxious uses that were permitted, and encouraged them to look at the public purpose use.

Roll call showed: YEAS: Commissioners Teel, Trantalis, Moore, Hutchinson, and Mayor Naugle. NAYS: None.

Amendment to the Lincoln Park Property Management Agreement - Economic Development Administration

(M-9)

Commissioner Hutchinson stated that she had pulled this item and asked if the environmental issues had been resolved.

Greg Kisela, Assistant City Manager, stated that for the most part the issue had been resolved and they had received a letter from DEP last week, and except for some ground glass in the southwest corner of the site, they had given the City a green light to proceed.

Motion made by Commissioner Hutchinson and seconded by Commissioner Moore to approve this item. Roll call showed: YEAS: Commissioners Teel, Trantalis, Moore, Hutchinson, and Mayor Naugle. NAYS: None.

Submerged Land Lease Renewal - Board of Trustees of the Internal Improvement Trust Fund of the State of Florida - New River Dockage Facilities

(M-11)

Commissioner Hutchinson stated that she had pulled this item and if this matter went to an advisory board, she wanted to have a copy of the minutes before it came before the Commission.

Motion made by Commissioner Hutchinson and seconded by Commissioner Moore to approve this item.

Roll call showed: YEAS: Commissioners Teel, Trantalis, Moore, Hutchinson, and Mayor Naugle. NAYS: None.

Certificate of Public Convenience and Necessity - SARJU Tour Limo Van Transportation Service

(PH-1)

A public hearing to consider a resolution approving the application of SARJU Tour Limo Van Transportation Service to operate two rental vehicles with chauffeurs over irregular routes within the City, pursuant to Sections 27-191 and 27-192 of the Code of Ordinances. Notice of public hearing was published March 6 and 13, 2003.

Motion made by Commissioner Moore and seconded by Commissioner Hutchinson to close the public hearing. Roll call showed: YEAS: Commissioners Teel, Trantalis, Moore, Hutchinson, and Mayor Naugle. NAYS: None.

Commissioner Moore introduced the following resolution:

RESOLUTION NO. 03-44

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FORT LAUDERDALE, FLORIDA, AUTHORIZING THE ISSUANCE OF A CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY TO SARJU TOUR LIMO VAN TRANSPORTATION SERVICE, TO OPERATE TWO RENTAL VEHICLES WITH CHAUFFEURS PURSUANT TO SECTIONS 27-191 AND 27-192 OF THE CODE OF ORDINANCES.

Which resolution was read by title only. Roll call showed: YEAS: Commissioners Teel, Trantalis, Moore,

**Public Purpose Use/Site Plan Approval - City of Fort
Lauderdale - Executive Airport (PZ Case No. 146-R-02)**

(PH-2)

A public hearing to consider an ordinance approving a public purpose use, which was approved by the Planning and Zoning Board on January 15, 2003 by a vote of 8-1. Notice of public hearing was published March 6 and 13, 2003.

Applicant: City of Fort Lauderdale
Request: Public purpose use/site plan approval
Location: 6000 N.W. 21 Avenue

Motion made by Commissioner Moore and seconded by Commissioner Teel to close the public hearing. Roll call showed: YEAS: Commissioners Teel, Trantalis, Moore, Hutchinson, and Mayor Naugle. NAYS: None.

Commissioner Moore introduced the following resolution:

An ordinance approving the vacation of an alley, which was approved by the Planning and Zoning Board on December 18, 2002 by a vote of 5-4. Ordinance No. C-03-13 was published January 23 and 30, 2003. On February 4, 2003, the City Commission deferred first reading to March 4, 2003 by a vote of 5-0; on March 4, 2003, the City Commission approved this ordinance on first reading by a vote of 4-1 (Katz).

Commissioner Moore introduced the following ordinance on second reading:

ORDINANCE NO. C-03-13

AN ORDINANCE VACATING, ABANDONING AND CLOSING ALL OF THE ALLEY EAST OF AND ADJACENT TO PARCEL "A" "A RE-PLAT OF A PORTION OF BLOCK 6 EVERGLADE LAND SALES COMPANY'S FIRST ADDITION TO LAUDERDALE", ACCORDING TO THE PLAT THEREOF, RECORDED IN PLAT BOOK 66, PAGE 34, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA; AND THE PORTION OF THE EAST TO WEST ALLEY LYING IN BLOCK 6, "EVERGLADE LAND SALES COMPANY'S FIRST ADDITION TO LAUDERDALE", ACCORDING TO THE PLAT THEREOF, RECORDED IN PLAT BOOK 2, PAGE 15, OF THE PUBLIC RECORDS OF MIAMI-DADE COUNTY, FLORIDA, LYING NORTH OF AND ADJACENT TO LOTS 7, 8 AND 9 OF SAID BLOCK 6, LOCATED SOUTH OF SOUTHEAST 13TH STREET, NORTH OF SOUTHEAST 14TH STREET, BETWEEN FEDERAL HIGHWAY AND MIAMI ROAD, SUCH LAND BEING LOCATED IN THE CITY OF FORT LAUDERDALE, BROWARD COUNTY, FLORIDA.

Which ordinance was read by title only. Roll call showed:
YEAS: Commissioners Teel, Trantalis, Moore, Hutchinson,
and Mayor Naugle. NAYS: None.

**Amend Section 25-192 of Ordinance No. C-97-27 -
Designate Two Additional Areas as "Newsrack
Enhancement Areas"**

(O-2)

An ordinance amending Section 25-192 of Ordinance No. C-97-27 of the Code of Ordinances in order to designate two additional areas of Fort Lauderdale as "Newsrack Enhancement Areas" (Harbor Isles/Inlet Neighborhood and the rights-of-way in the area bounded by N.E. 29 Court to the north, N.E. 19 Street alley to the south, the Intracoastal Waterway to the west and N.E. 33 Avenue to the east, inclusive). Ordinance No. C-03-14 was published February 22, 2003, and passed on first reading March 4, 2003 by a vote of 5-0.

Commissioner Moore introduced the following ordinance on second reading:

Advisory Board Appointments

(OB)

The City Clerk announced the appointees/reappointees who were the subjects of this resolution:

Code Enforcement Board (Alternate)	Richard Mancuso (Note: Mr. Mancuso declined appointment)
Economic Development Advisory Board	Gwen Watson

Commissioner Moore introduced a written resolution entitled:

RESOLUTION NO. 03-60

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FORT LAUDERDALE, FLORIDA, APPOINTING BOARD MEMBERS AS SET FORTH IN THE EXHIBIT ATTACHED HERETO AND MADE A PART HEREOF.

Which resolution was read by title only. Roll call showed: YEAS: Commissioners Teel, Trantalis, Moore, Hutchinson, and Mayor Naugle. NAYS: None.

SUPPORT FOR THE ARMED FORCES

(OB)

Commissioner Hutchinson introduced the following resolution:

RESOLUTION NO. 03-61

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FORT LAUDERDALE, FLORIDA, SUPPORTING THE MEMBERS OF THE ARMED FORCES OF THE UNITED STATES OF AMERICA WHO ARE SERVING OUR COUNTRY DURING THE PRESENT CONFLICT; AND RECOGNIZING THE TREMENDOUS SACRIFICES AND CONTRIBUTIONS MADE BY OUR RESIDENTS WHO SERVE AND THEIR FAMILIES WHO STAND BY THEM.

Which resolution was read by title only. Roll call showed: YEAS: Commissioners Teel, Trantalis, Moore, Hutchinson, and Mayor Naugle. NAYS: None.

The City Manager stated that since the Country was in a heightened sense of security, they would be sending instructions to all employees and the Commission to make everyone aware of what would be happening at each level. He announced that he was wearing his new ID card and all employees would obtain them very shortly.

There being no further business to come before the
Commission, the meeting was adjourned at approximately
8:02 p.m.

Jim Naugle
Mayor

ATTEST:

Lucy Kisela
City Clerk

**FORT LAUDERDALE COMMUNITY REDEVELOPMENT AGENCY (CRA)
8TH FLOOR CONFERENCE ROOM
CITY HALL**

Tuesday, March 18, 2003

Mayor Naugle called the meeting to order at approximately 4:25 p.m. Roll was called and a quorum was present.

Present: Mayor Naugle
Commissioner Cindi Hutchinson
Commissioner Christine Teel
Commissioner Carlton Moore
Commissioner Dean J. Trantalis

Absent: None

Also Present: City Manager
City Attorney
City Clerk

Motion made by Commissioner Moore and seconded by Commissioner Hutchinson to approve the minutes of the January 22, 2003 meeting.

Roll call showed: YEAS: Commissioners Teel, Trantalis, Moore, Hutchinson, and Mayor Naugle. NAYS: None. Motion carried unanimously.

1. CRA Strategic Finance Plan and Budget Revisions

Motion made by Commissioner Moore and seconded by Commissioner Hutchinson to approve the plan as presented.

Mayor Naugle explained that this dealt with expending federal funds. He further stated that the City had recently received a letter from the Federal Government congratulating the City on the improvements they had made.

The City Manager stated that there had been a backlog and due to the efforts of Faye Outlaw and her staff in conjunction with the CRA, they were able to move forward and no monies were in danger of going back.

Mayor Naugle remarked that he had also recently received a letter from the County stating that they wanted to review the City's records and learn how things were being done.

Roll call showed: YEAS: Commissioners Teel, Trantalis, Moore, Hutchinson, and Mayor Naugle. NAYS: None. Motion carried unanimously.

CRA Legislative Agenda

(OB)

Kim Jackson, Director CRA, stated that she wanted to update the Commission on the legislative issues. She stated further that there had been bills filed in the past against CRAs, and there were now 2 new bills, a Senate bill and a House bill. She stated that those bills were dangerous to the CRAs, and they were preparing a report to Broward County which somewhat addressed the Broward situation, but they wanted to use it legislatively to show the values of CRAs and what they did. She stated it was being attacked state-wide by at least six counties and six cities. She explained those bills would take away

complete control from CRA directors and commissioners, and authority would then go to the County regarding the expenditure of funds. Last year the disagreement was over the functioning and operations of the agencies, but this year the bills would affect the trust funds. She stated it would also be retroactive which meant it would not affect any future CRA or bond initiative. She announced that she would send an e-mail regarding who the two representatives were and she believed Broward County's representative was Wishner.

Mayor Naugle remarked that Representative Wishner was normally very good regarding City issues.

Ms. Jackson remarked that Representative Smith was phenomenal last year. She stated that the County Administrator had requested public records, but she believed his attempt was to form a redevelopment staff within the County to manage CRAs and the redevelopment activity. Mayor Naugle clarified that by conducting this audit, they were checking to make sure the City was keeping to their plan. Ms. Jackson confirmed and stated that by Statute, CRAs had to supply an annual audit to the taxing authorities by March 31, 2003. Mayor Naugle stated that they needed to be very cautious in supplying what the County requested, and the City should be able to withstand whatever scrutiny they were given by the County. Ms. Jackson stated that she would distribute to the Commission the five counties' analysis when it was completed, which would show that the \$26 Million of public funds that were leveraged among all five CRAs had leveraged \$252 Million in private sector investments. She also added that it had produced 1500 jobs.

Commissioner Moore asked if they had dealt with the Florida League of Cities and their legislative staff regarding such matters.

Ms. Jackson confirmed and stated that a conference had been called for this morning and their lobbyists were on board. She stated that there had been a meeting yesterday with Johnson who had filed the bill and it was reported that the meeting had not gone well.

Action: Ms. Jackson stated there would be a presentation of the Redevelopment Plan at the April CRA Board Meeting.

Konover Development

(OB)

Commissioner Moore stated that previously they had agreed to utilize the \$6 Million that was available for the Broward Boulevard acquisition, and asked if they had any locations in mind and had they chosen any properties for the acquisition. He also asked if the money would be available when needed. Ms. Jackson stated that they had not yet closed on the property and the Konover property still had some legal issues which had to be resolved. She stated they were anticipating the closing to take place at the end of April. She stated that the monies would become available after closing.

Commissioner Moore asked why they could not get a development agreement for Konover. Ms. Jackson remarked it was not a development agreement issue, but an easement issue, along with some other matters. She also remarked that Mr. Dunckel had been working on this and very knowledgeable of the legal issues involved. She stated it was not being held up in the department, but was being worked out with the attorneys. Commissioner Moore asked if the closing could be short-circuited.

The City Attorney explained that there was an agreement which had been negotiated. The agreement called for a transfer of title, a certain period of time was given to look over the commitment for the insurance, along with the exceptions to the title commitment, and no objections had been raised. He stated that after the agreement had been signed and after the time period, they found objections at a later date to some very serious easements which ran down the middle of the property that would prevent them from building over those easements. He further stated that the problem was in getting DOT to release the easement so the deal could be closed.

Commissioner Moore asked what that had to do with them getting their money. Mayor Naugle remarked that technically they were in default if they waited until after the time period. The City Attorney remarked the money would be received after the closing.

Commissioner Moore remarked that this matter was very important to him, but stated that he did not fully understand all the implications being raised.

Commissioner Trantalis proceeded to explain the situation.

Commissioner Moore emphasized that if something occurred to stop a project that was critical to the CRA and his district, he wanted to be notified ahead of time.

Mayor Naugle stated that the Charter required that both the City Manager and City Attorney notify the Commission if a problem arose.

Action: The City Attorney promised a report would be given at the April CRA Board meeting.

**There being no further business to come before the CRA,
the meeting was adjourned at approximately 4:42 p.m.**

**CITY COMMISSION WORKSHOP
THURSDAY, APRIL 24, 2003 - 2:00 P.M.**

**CITY HALL
100 N. ANDREWS AVENUE - 8TH FLOOR
CITY COMMISSION CONFERENCE ROOM**

Mayor Naugle called the meeting to order at approximately 2:15 p.m. Roll was called and a quorum was present.

Present: Mayor Naugle
Commissioner Hutchinson
Commissioner Teel
Commissioner Moore
Commissioner Trantalis

Absent: None

Also Present: City Manager
City Attorney
City Clerk

Mayor Naugle announced that the Downtown Development Authority had the Live/Work/Play Program that was a joint effort with the Downtown Development Authority's Brokers Roundtable. He stated that all real estate professionals throughout the County had been invited to come and look at all the new buildings in the City. He further added that the tour would end at the Riverwalk in front of Las Olas Grand between 7:00 p.m. and 9:00 p.m. with a presentation being made at 9:00 p.m.

The City Manager stated that they had asked the Department Heads to join the Commission at the table so they could contribute to today's meeting.

Appointment of Mayor and Commissioners to Outside Boards and Agencies

The City Clerk announced that she had provided the Commission with a list of appointments to the outside boards and agencies. Traditionally, at the Organizational Workshop the list was reviewed and amended. She stated she needed the Commission's input regarding the list and/or their approval.

Mayor Naugle remarked that some of the appointments were by Statute or Code, and others were done by choice. He stated that effective April 25, 2003, he had resigned from the Broward County Planning Council due to the additional duties he now had with the Tourist Development Council. He announced that Commissioner Rodstrom would name a replacement for that position.

Commissioner Hutchinson remarked that she wanted to stay with the Downtown Development Authority.

Mayor Naugle continued to state that the vacancies that existed were for the following Boards:

- Everglades Restoration/Water Resources
- Homeless Assistance Center (HAC) Neighborhood Advisory Board

Commissioner Teel remarked that she served on the Homeless Assistance Center as a citizen and would be happy to represent the Commission.

Mayor Naugle asked how often the Everglades Restoration Board met. The City Manager explained they met sporadically. Commissioner Moore stated they were attempting to meet quarterly during the day, but the locations varied.

Commissioner Trantalis volunteered to serve on the Everglades Restoration Board.

Commissioner Moore explained that due to the fact that he was a past President of the League of Cities, it automatically gave him a position on that Board. He further stated the Broward League made the selection, but this Commission could only offer a name and the final decision was made by them. He explained that Commissioner Trantalis had been chosen as a possible alternate due to his interest in the group. He also stated that he was the voting delegate for the Florida League of Cities.

Commissioner Trantalis inquired about the Resource Recovery Board.

Commissioner Moore stated that history back-up material needed to be provided to Commissioner Trantalis due to the fact that this was a difficult situation. Commissioner Trantalis asked for a further clarification of the Board. Commissioner Moore explained it pertained to solid waste. It was decided the Mayor would remain on this Board.

Commissioner Trantalis asked for further clarification regarding the Workforce One Board. Mayor Naugle explained it was the Federal funds passed down to local governments. He stated that the Mayors of Fort Lauderdale, Hollywood and the County made up this Board that was formerly Broward Employment Training and Administration (BETA). He stated there was a business based organization which advised this Board. He further explained that every motion had to pass unanimously with the three elected officials. Commissioner Trantalis asked if this referred to job procurement or job placement. Mayor Naugle explained it pertained to job training and dealing with special needs. He further stated that staff assisted with some of the Boards.

Commissioner Trantalis asked how many members from the City were permitted on the Planning Council. Mayor Naugle explained there was an elected official and a citizen, and they were chosen by the County Commissioners. He stated the boundaries touched and there were two Fort Lauderdale residents on the Board and were appointed by John Rodstrom. He stated the Commissioners who had the City within their boundary could also appoint someone.

In summary, the appointments were confirmed as follows:

THE FOLLOWING APPOINTMENTS WERE APPROVED BY THE CITY COMMISSION AT ITS APRIL 24, 2003 WORKSHOP (unless noted otherwise)

Board	Mayor/City Commissioner(s)
Metropolitan Planning Organization (MPO)	Vice Mayor Moore and Commissioner Hutchinson (appointed April 3, 2003)

Florida League of Cities	Mayor Naugle
Broward League of Cities	Vice Mayor Moore (Voting Delegate) Commissioner Trantalis (Alternate)
Downtown Development Authority (DDA)	Commissioner Hutchinson
Tourist Development Council (TDC)	Mayor Naugle (appointed March 18, 2003)
Resource Recovery Board	Mayor Naugle
Broward County Planning Council	VACANT – Commissioner Rodstrom will name a replacement (Mayor Naugle resigned when he was appointed to the TDC)
School Board Facilities Task Force	Commissioner Hutchinson
Workforce One (formerly BETA)	Mayor Naugle
Everglades Restoration/Water Resources	Commissioner Trantalis
Homeless Assistance Center (HAC) Neighborhood Advisory Board	Commissioner Teel
Group City Emergency Medical Services (EMS) Coalition of Broward County	Commissioner Hutchinson, Regular; and Vice Mayor Moore, Alternate (appointed May 20, 2003)

Financial Overview

The City Manager stated he was not going to go over the information contained in the memo or the discussions held with the Commissioners, but for the purpose of his staff having the benefit of his thinking and the Finance Director's in regard to the issue, Terry Sharp would highlight the financial overview.

The City Manager further stated they had reviewed periods of time that were relevant or parallel to the present time such as the time of the Persian Gulf Wars and its impact on the City. He explained there had been an impact from 1992 through 1995, and 127 positions had been eliminated from the City's work force. He stated that he believed they would see a similar ripple effect as far as impact in the years to come. He further added that it would intensify the level of challenge they anticipated for next year's budget. He reminded everyone that budget requests were due by May 2, 2003.

Economic Climate

Terry Sharp, Finance Director, stated that the national economy was restrained by the War, and even though the fighting appeared to be over, how long the United States would be affected could have implications for the economy. He explained that unemployment was at 6%, and Legislative discussions regarding the State budget and how it could be balanced could have impacts in terms of services not being funded by the State. He continued stating that in today's

newspapers comments were made about possible cutbacks for the School Board.

Mr. Sharp stated that the National League of Cities did an annual survey across the Country to see how well they dealt with their financial situations. This year's survey stated that 3 out of 4 cities that responded had more financial challenges this year than last year.

Challenges

Mr. Sharp stated that Fort Lauderdale was facing several major challenges. Revenues were impacted by the economy. He explained that the State sales taxes which the City received a share of based upon population was \$900,000 less than what had been received in the year 2001. He further stated that the fiscal earnings for 2002 were less than what had been earned in interest in the year 1998. He explained further that FPL franchise fees were down \$820,000 from what had been estimated at the beginning of the fiscal year for 2002.

Mr. Sharp continued stating there were losses from the insured health plan, but changes had been made and as long as they could fund up to the actuarial rates, they should be in good shape. They decided to attempt to resolve this deficit over a five-year period. He explained the remaining insurance market was not in any better position. He reiterated that the Commission had recently approved a 32% increase in property insurance, and they had been informed by the Insurance Advisory Board that was the best they could do.

Mr. Sharp stated that regarding Workers' Compensation, they had an actuary that reviewed the reserves needed for this fund, and in most part the City was self-insured for this. He explained the actuary had stated they needed to have \$3 Million more in their reserves than what was being shown at this time. He stated this created a ripple effect throughout all City funds.

Mr. Sharp explained that the City was funding the pension plans, but was affected by investment earnings. He stated that over the last two years, the value of their investments and the general employees' retirement system, along with the fire and police departments pension plans, were down 20%. He explained that the contribution from employees was a percentage of their pay.

Commissioner Moore left the meeting at approximately 2:39 p.m. and returned at 2:41 p.m.

Mr. Sharp stated that since investment earnings had been down over the last couple years, they had adjusted the actuarial assumptions. He stated it had been 8% annually, but by lowering this year's study it went from 8% to 7.5%, which meant the City, would have to contribute an additional \$2 Million for the police and fire pension plans. One bonus was that both pension plans had a smoothing effect, so when there were good years with investment earnings, they did not take full credit but spread it over a 4-5 year period. The same thing was also true when there was a down year. He stated that helped to mitigate the impact of the investment earnings.

Mr. Sharp stated that the last issue regarding pensions dealt with Section 175, which was the insurance premium tax, which paid for the firefighters pensions. He explained there was a Legislative issue, which had to do with using that tax only for additional benefits. He stated that depending how the issues were worked out, it could cost the City over \$1 Million more in terms of contributions from the taxpayers.

Mr. Sharp continued stating that the General CIP was the money used for major maintenance rehabilitation of police and fire buildings, parks and recreation, City Hall, and the basic facilities. He explained that for a number of years, they had had a sizeable undesignated fund balance, but when the books closed for fiscal year 2002 they had virtually no undesignated amount left. The primary reason was that at the end of the fiscal year, interest was accrued from the fund and balances from projects that had been completed were applied. Since there were needs during the year, they had been grabbing interest earnings and closing project balances prematurely applying those monies to additional costs, which were identified in critical projects that left no extra, cushion in the General CIP.

Mr. Sharp stated the other concern dealt with using land inventory. In the case of Konover and the related properties in that area, a few years ago they had agreed to use some of the larger undesignated fund balance as land inventory for the purchase of parcels at Konover. The idea was that over a short period of time this would be all right, but the first piece had been reserved as

land inventory since 1999. It had stretched out over a
longer period of time than what had been anticipated. He
stated he was going to suggest that approached be used
more conservatively in the future.

II. SAMPLES OF SELECTED ADVISORY BOARD MEETINGS – APPENDIX “A”

Appendix A – Section II

CODE ENFORCEMENT BOARD
City Commission Meeting Room
100 North Andrews Avenue
July 22, 2003
10:00 A.M – 1:40 P.M.

CUMULATIVE ATTENDANCE
From January, 2002
Present **Absent**

BOARD MEMBERS PRESENT:

Pat Hale, Vice-Chairman	16	1
Larry Hayes	18	0
Sarah Horn	5	1
Gerald D. Jordan, Chairman	18	1
John Phillips	17	0
Rixon Rafter	12	4
Richard Griefreda, Attorney		

BOARD MEMBERS ABSENT

Bobby Young	14	4
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STAFF PRESENT

Susan Batchelder, Administrative Assistant II
Sylvia Dietrich, Service Clerk
Mohammed Malik, Building Inspector
Douglas Kurtok, Building Inspector
Wayne Strawn, Building Inspector
Bob Clements, Building Inspector
Ken Reardon, Building Inspector
Robert Pignataro, Building Inspector

Margaret A. D'Alessio, Recording Secretary

ALSO PRESENT

Carlos Vega (CE03021896)
Norman Stewart (CE02100344)
Don Olson (CE00080137)
Joseph Chiesa (CE02101544)
Nolan Haan (CE02071382)
Douglas Miska (CE02101544)
Berbeth Murray (CE03070354)
Glen Murray (CE03070354)

ALSO PRESENT (CONT'D)

Randy Smith (CE03041279)

Eliker Lamour (CE03050758)
Lois Roig (CE03041128)
Kevin Fernander (CE03022088)
Robert Pignone (CE03062271)
Al Robinson (CE03061307)
Cedric Patterson (CE03020547)
Latonya Patterson (CE03020547)
Loretta Davis (CE03020099)
Maria Abreu (CE03041128)
Mack Young (CE03042289)
Marwan Eid (CE03041498)
Cornelius Benton (CE03041498)
Volkmer Dirksen (CE03041498)
Alexander Gary (CE03060737)

At 10:10 a.m. Chairman Jordan called the meeting to order. Roll call was taken and a quorum was present. Chairman Jordan explained the procedures the Board typically followed and introduced its members.

NOTE: All individuals wishing to speak on any of the cases on today's agenda were sworn in.

Reference: CE99051743

Johnny Dean Evans
824 NW 16 Ave.

Old Business

Ms. Batchelder stated the date for compliance had originally been scheduled for September 26, 2000, and on the Board's Order of March 28, 2000 the date was extended until July 24, 2000. On the Board's Order of January 23, 2001, the date was extended to October 22, 2001. On the Board's Order of July 24, 2001, time was extended until February 20, 2002. On the Board's Order of October 23, 2001 the date was extended until April, 2002. On the Board's Order of February 26, 2002, the date was extended until June 22, 2002. On the Board's Order of April 23, 2002, the date was extended until September 21, 2002. On the Board's Order of July 23, 2002, the date was extended until November 23, 2002. On the Board's Order of September 24, 2002, the date was extended until January 5, 2003. On the Board's Order of November 26, 2002, the date was extended until March 29, 2003. On March 25, 2003, the date was extended until June 23, 2003. Fines total \$1,615. She announced that this was a request for an extension of time.

Johnny Evans, owner, stated she was requesting an extension of time for 30-60 days and stated further she had not been able to obtain the money to pay the taxes, and therefore, could not go through the rehabilitation program the City offered. She stated she had been informed that they would not have funds until after the first of the year. She announced that she was presently selling the property, and requested the Board to abate the fines on her property.

Bob Young entered the meeting at approximately 10:15 a.m.

Ms. Evans also stated that the new owner was Home Ventures, and the closing was to be scheduled within the next 20 days.

Chairman Jordan reiterated that fines were not abated until the problems were corrected.

Robert Pignataro, Building Inspector, stated the case number, address of the property and violations per the agenda. He further stated that the City did not have a problem to give the owner an extension of time, and he suggested 90 days be granted.

Motion made by Bob Young and seconded by Pat Hale to approve a 90-day extension of time and no abatement of fines. Board approved unanimously.

Reference: CE03031355

O.M & Blanca C. Guillen
6351 NE 20 Ter.

FBC 104.1 - Work without permits. FBC 1401.6 -
Maintenance Issues

Ms. Batchelder stated that Certified Mail had been sent to O.M. & Blanca C. Guillen and signed for on June 12, 2003 by O. Guillen. She announced that personal service was made to Francisco Montiel by Inspector Nobles on June 15, 2003.

Mohammed Malik, Building Inspector, stated the case number, address of the property and violations per the agenda. He further stated that a verbal agreement had been reached with the property owner for the property to come into compliance within 90 days or a fine of \$50 per day, per violation would be imposed thereafter.

Mark Weinberg, attorney, stated that they agreed to the terms of the verbal agreement.

Larry Hayes asked if any life safety issues were involved. Mr. Malik stated that he had not seen any from the outside of the building.

**John Phillips entered the meeting at approximately 10:23
a.m.**

**BOARD OF ADJUSTMENT MEETING
WEDNESDAY, MAY 14, 2003 - 7:30 P.M.
1st FLOOR - CITY HALL
CITY COMMISSION CHAMBERS
100 N. ANDREWS AVENUE
FORT LAUDERDALE, FLORIDA**

BOARD MEMBERS

	Present	Absent
Charlene Bender	P	
Stephen Buckley, Vice-Chairman	P	
Gus Carbonell	P	
Fred Stresau	P	
Patricia A. Rathburn, Chairman		A
E. Birch Willey		A
Binni Sweeney		A

ALTERNATES

Scott Strawbridge	P
Al Massey	P
Don Larson	P

STAFF

Robert Duncel, Assistant City Attorney
Greg Brewton, Zoning Administrator
Don Morris, Planner
Peter Partington, Engineering, Ft. Lauderdale
Chuck Weingant, City of Ft. Lauderdale
Earl Prizlee, City of Ft. Lauderdale
John Ros, City of Ft. Lauderdale
Rhona Cruickshank, Secretary
Margaret A. D'Alessio, Recording Secretary

GUESTS

Donna Banecker
Hung Huynh
Janna P. Lhota
George Spadafora
David Casani

CALL TO ORDER

Vice-Chairman Stephen Buckley called the meeting to order at approximately 7:40 p.m. Roll call was taken. Vice-Chairman Stephen Buckley proceeded to introduce the members of the Board and the staff members. He then proceeded to explain the procedure that would be used at tonight's meeting.

APPROVAL OF MINUTES

Vice-Chairman Buckley asked for a motion to approve the minutes from the May 14, 2003 meeting.

BOARD OF ADJUSTMENT MEETING
JUNE 11, 2003
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Motion made by Mr. Stresau and seconded by Ms. Bender to approve the minutes of the May 14, 2003 meeting. Board unanimously approved.

Individuals wishing to speak regarding tonight's agenda were sworn in.

Ms. Bender asked if Item No. 3, Appeal No. 03-30, could be heard first this evening due to time being a problem for the applicant.

Gus Carbonell entered the meeting at approximately 7:44 p.m.

6. APPEAL NO. 03-33

APPLICANT: Galleria Mall

LEGAL: Sunrise Plat, P.B. 28, P. 42, Tracts B, C, & E

ZONING: B-1 - Boulevard Business
RMH-60 - Residential High Rise Multi-family/High
Density District

STREET: 2400 E. Sunrise Blvd.

ADDRESS: Fort Lauderdale, FL 33308

Vice- Chairman Buckley announced that the applicant requested that Appeal No. 03-33, Item 6 on tonight's agenda, be continued until the July 9, 2003 meeting.

Motion made by Mr. Stresau and seconded by Mr. Larson to defer Appeal No. 03-33 to the July 9, 2003 meeting. Board unanimously agreed.

Motion made by Mr. Stresau and seconded by Mr. Carbonell to move Item No. 3, Appeal No. 03-30, and be heard first on tonight's agenda. Board unanimously agreed.

3. APPEAL NO. 03-30

APPLICANT: Tom & Donna Banecker

LEGAL: Palm-Aire Village, 2nd section addition 2, P.B. 74,
P. 25, Block 13, Lot 5

ZONING: RS-5 - One Family Detached Dwelling District

STREET: 6461 NW 31 Way

ADDRESS: Fort Lauderdale, Florida

APPEALING: Sec. 39-275.5 (Broward County Code) - To permit a 5' setback for a pool, measured from the back of the coping, where the code requires an 8' setback.

Donna Banecker, owner, stated they lived in unincorporated Broward County and had applied for a permit to build a pool in March, and had recently discovered that they needed to apply for a variance.

Vice-Chairman Buckley proceeded to open the public hearing.

Mr. Strawbridge asked if this property would eventually fall under the zoning code.

Greg Brewton, Zoning Administrator, stated that when they were done doing the land use and zoning for the property, the variance, if approved, would be consistent with the City's Code requirements for a pool.

Mr. Stresau asked where in the Code did it refer to setbacks for pools. Mr. Brewton replied it was under Section 47-19, Accessory Structures.

There being no other individuals who wished to speak on this matter, the public hearing was closed and discussion was brought back to the Board.

Motion made by Mr. Larson and seconded by Mr. Willey to approve this application as presented.

Roll call showed: YEAS: Fred Stresau, Charlene Bender, Birch Willey, Gus Carbonell, Scott Strawbridge, Don Larson, and Stephen Buckley. Motion carried 7-0.

1. APPEAL NO. 03-02

APPLICANT: City of Fort Lauderdale

LEGAL: Town of Fort Lauderdale, Block 13, Lots 1-3, P.B. B,
P. 40

ZONING: RAC-CC - Regional Activity Center - City Center

STREET: 130 NW 1 Avenue

ADDRESS: Fort Lauderdale, Florida

APPEALING: **Sec. 47-24.12.A.6** - To grant a temporary non-conforming use permit for the conversion of an existing Heliport to a parking facility for a period of one year while the City parking garage is being renovated. **Sec. 47-13.20.B.5** - To permit standard galvanized silver chain link fence where the code requires that a chain link fence consisted of black or green vinyl coating in the RAC district. **Sec. 47-21.9** - Exemption from the perimeter landscape requirement, on NW 1 Avenue, where the code requires a 10' average perimeter landscape area for a parcel of land that abuts a street. **Sec. 47-20.14** - Exemption from the lighting requirement for parking facilities where the code requires that a parking lot for a non-residential use shall provide an average maintained horizontal foot-candle illumination of 2.0 minimum. **Sec. 47-20.5.C.3.a.** - To permit a 15' access drive for two-way travel where the code requires a minimum width of 20' for a two-way travel access drive.

Robert Dunckel stated that some unusual financial moves had been made recently by the City Manager. If relief was granted, the temporary non-conforming use permit would be good for a 12-month period with no extensions of time. He explained there were a lot of financial freezes being placed on items and he did not know if this project was impacted by those freezes, but with that knowledge he inquired as to whether they wanted to ask for a continuance regarding this item.

Peter Partington, Acting Assistant Engineer, stated that point had been made very clear to them by staff. He further stated that the contract for the refurbishment of the City Hall Garage to the east had been signed. He explained it was not actually a contract and stated the contractor was contracting with a private entity, and he did not think it would be unraveled financially.

Mr. Partington stated the intention was to use the City's Helistop on an as-needed basis for temporary parking to serve anyone displaced by the refurbishment contract which was just beginning at the City Hall Garage to the east.

Vice-Chairman Buckley reiterated they were not going to do anything to the lot at this time. Mr. Partington replied that the only thing that would be done was to stripe the actual parking spaces, and that the lot would be used primarily during the day.

Mr. Strawbridge stated he had some concerns regarding lighting at the site and possible liability issues, and asked if the lot would be closed by dusk. Mr. Partington stated he was hesitant to make a guaranty that under no circumstances it would be used at night,

PARK, RECREATION & BEACHES ADVISORY BOARD MEETING

CITY COMMISSION CONFERENCE ROOM - 8TH FLOOR

100 N. Andrews Avenue

Fort Lauderdale, Florida

Wednesday, September 25, 2002 - 7:00 p.m.

<u>BOARD MEMBERS</u>	<u>ABSENT/PRESENT</u>	<u>Cumulative From 11/01</u>			
		<u>P</u>	<u>A</u>		
Julie Cameron	P		3	6	
Elizabeth Hays	P		8	1	
Al Massey, Chairman	P		9	0	
Jo Anne Medalie	A			0	1
John Melnicoff	P		7	2	
Robert Missal	P		8	0	
Timothy Nast	P			4	5
Rosalind Osgood	P			8	1
Randolf Powers	A		6	3	
Victoria Pisto-Revier	P		2	1	
John Rude, Vice-Chair	P		8	1	
Joe Shover	P			7	2

Staff Present

Ernest Burkeen, Jr., Parks & Recreation Director
Maybeth Trizarry-Binon, Administrative Assistant
Margaret A. D'Alessio, Recording Secretary

Call to Order

Chairman Al Massey called the meeting to order at approximately 7:08 p.m. Roll call was taken, and all stood for the Pledge of Allegiance.

Approval of Minutes

Motion made by Mr. Shover and seconded by Mr. Rude that the minutes of the June 26, 2002 meeting be approved as presented. Motion passed unanimously.

Motion made by Mr. Rude and seconded by Ms. Osgood that the minutes of the July 24, 2002 meeting be approved as presented. Motion passed unanimously.

Chairman Al Massey stated that Tom Peters had resigned from this Board due to taking a temporary job in Ecuador.

Recreation Program of the Month

Steve Person explained that they would be presenting their "Baseball Tomorrow" Program for which they received a \$55,000 grant from the Professional Baseball Program.

Sue McAllister, Recreation Programs Supervisor, distributed copies of the press release which had been sent out regarding the "Baseball Tomorrow" grant. This program was funded by the Major League Baseball Players Association and provided equipment, uniforms and coach training. Ms. McAllister explained they had focused on the northwest quadrant of the City because the grant criteria required that programming be provided for minority youth. She further stated that they had focused on programs for skill development training and had 540 children enrolled, and that enough equipment was provided to handle increases in enrollment.

John Melnicoff asked for some clarification regarding the grant and what other cities had received money. Sue McAllister stated that the City of Miami had also received some money and the grant was not only for uniforms, equipment and training, but could be used to build and renovate. She further explained that this was a one-time funding process.

Ernest Burkeen explained that one of the key things that the Recreation Division did was to have coaching clinics which taught volunteers how to coach and deal with the children.

Tim Nast stated that he had spoken with Steve Person regarding the City taking a more active role in advertising for the Little League, and he felt this grant could aid in that endeavor.

Chairman Al Massey stated that he was glad to see a revitalization for this sport in the City. Chairman Al Massey proceeded to acknowledge John Wilkes, former Chairman and Member of this Board.

Western Tiger Football League

Dr. Rosalind Osgood explained that this football team had initially been located at Carter Park and was now at Mills Pond. She stated that the money contributed by the City to this league was not enough in regard to what was needed. Dr. Osgood stated that she had some safety concerns regarding this location, and explained that the adjacent Homeowners Association desired to install a fence but did not have enough money. She also explained that parking was a major problem in that area.

Dr. Osgood asked for a status report about the scoreboard which had been donated by the Air & Sea Show. Vince Gizzi explained that the Engineering Division was working on the plans and it would be out to bid within the next few weeks.

Ernest Burkeen stated that the scoreboard was primarily for the baseball leagues. He further explained that there were many issues regarding Mills Pond, but reminded Dr. Osgood that this location was only temporary. He stated that he was very impressed with the football program in this City and possibly part of the program could remain at Mills Pond in the future due to expansion.

Tim Nast stated that the teams at Floyd Hall could use more members and possibly the overflow from other places could be sent there. Ernest Burkeen stated that part of the problem was that there were not enough fields available, and it was critical to get the children enrolled in these programs and keep them involved in something positive.

Chairman Al Massey asked Dr. Osgood if she was seeking something specific from the Board this evening regarding this matter. Dr. Osgood stated that she wanted the Board to be aware of the matter and she was satisfied with the response given by Mr. Burkeen.

Ernest Burkeen stated that he was totally against the fencing of any park because it did not invite individuals into the area, and he felt that landscaping could be used instead. Dr. Osgood stated that the fence was a compromise for the Association due to their concern with traffic overflowing into the adjacent neighborhoods.

Finally, Dr. Osgood stated that the bus which transported the children to away games was in deplorable condition. Ernest Burkeen stated that they were presently working on this matter and possibly they could assist in helping out. Dr. Osgood asked about the liability in regard to the bus.

Steve Person explained that for many years Johnny Alexander had been associated with this program. The City hired Mr. Alexander, but the program was a volunteer-based program and was not a City program. Mr. Person stated that the program presents the City with a Certificate of Insurance to cover liability. Ernest Burkeen stated that an agreement was reached with the Police Department regarding security for the field.

Tim Nast suggested that possibly the City needed to meet with the various sports leagues and formalize a plan which would give the City a good program. Ernest Burkeen stated that the problem was the programs were run by volunteers and they did not want the City to interfere. He believed the important thing was that the kids were being introduced to sports and were being given a better quality of life. He stated the City would assist in any way they could, but the actual running of the leagues was up to the volunteers.

**MARINE ADVISORY BOARD
THURSDAY, JULY 10, 2003- 7:00 P.M.
CITY COMMISSION CONFERENCE ROOM - EIGHTH FLOOR
CITY HALL
100 NORTH ANDREWS AVENUE
FORT LAUDERDALE, FLORIDA**

ATTENDANCE

Board Members Present

Cumulative from 5/01/03

Ryan Campbell	P-2	A-0	
Richard Duncan	P-3	A-0	
Randy Dunlap		P-3	A-0
Barry Flanigan	P-2	A-1	
Bernard Gartner		P-2	A-1
Tom Gleason	P-3	A-0	
Joseph Hessmann		P-3	A-0
Roger McKee	P-3	A-0	
Norbert McLaughlin		P-2	A-1
David McNulty	P-2	A-1	
Ted Peterson	P-2	A-1	
Robert Sadowski		P-2	A-1
Rick Schulze		P-3	A-0
Dr. Geraldine Udell		P-1	A-2
Eugene Zorovich		P-2	A-0

Board Members Absent

Barry Flanigan
Bernard Gartner
Norbert McLaughlin
David McNulty
Ted Peterson
Dr. Geraldine Udell

Staff Present

Jamie Hart, Supervisor of Marine Facilities
Harry Stewart, City Attorney, Fort Lauderdale
Margaret A. D'Alessio, Recording Secretary

Guests Present

Joanne T. Becker
Jack Latona, Esq.
Bob Bekoff, Water Taxi
Michelle May-Schmidt

CALL TO ORDER

Chairman Tom Gleason called the meeting to order at approximately 7:15 p.m. Roll call was taken and a quorum was present.

APPROVAL OF MINUTES - June 5, 2003 Meeting

Chairman Tom Gleason asked if anyone had any additions or corrections to the minutes of the June 5, 2003 meeting. Motion made by Randy Dunlap and seconded by Eugene Zorovich to approve the minutes of the June 5, 2003 meeting. Chairman Gleason stated that he had some minor corrections regarding the minutes and proceeded to state that on page 12, it stated: "Chairman Gleason stated that they had previous presentations and explained they were a not-for-profit interest group, and were not a planning group." It should read: **"Chairman Gleason stated that they had previous presentations to this group."** Chairman Gleason also stated that on page 18, it stated: "Chairman Gleason continued stating that the City Attorney had told him that government was reactive..." and it should read **"Chairman Gleason continued stating that the City Attorney had suggested to him that government was reactive...."** Board unanimously approved the minutes as corrected.

DISCUSSION ON TOWING ORDINANCE PROPOSAL FROM WATER TAXI OF FORT LAUDERDALE

Chairman Gleason announced that the City Attorney was present at tonight's meeting and would speak regarding this matter.

Randy Dunlap made a point of order and stated that he had been working with Water Taxi for some time, and stated his last day with them had been July 1, 2003. He also stated that he had previously filed a document with Jamie Hart excusing himself from the discussions on this matter in the past. He announced that he was no longer an employee, but did have an office in the same building. He stated that he had spoken with the City Attorney in connection with his being able to speak at tonight's meeting on this subject, and he had been assured that there was no conflict, but advised him to give this information to the Board.

The City Attorney explained that he had distributed an "Issue Paper" to the Board, and stated that the Commission had been asked by Water Taxi to come up with an ordinance to regulate individuals tying up at docks which were public stops. He stated that the Commission wanted some input from this Board before they began preparing such an ordinance. He stated they had not yet drafted this ordinance due to some issues which needed to be discussed further. He explained that the "Issue Paper" basically outlined this.

He then proceeded to discuss the document.

The City Attorney stated that there were 4 Statutes which they could rely on regarding this matter, and they were as follows:

- Statute §327.44, Fla. Stat. - Interference with navigation.
- Statute §327.70, Fla. Stat. - Enforcement of this chapter.
- Statute §823.11(2), Fla. Stat. - Abandoned and derelict vessels; removal; penalty.
- Statute §705, Fla. Stat. - Lost or Abandoned Property

The City Attorney stated that they had recommended drafting an ordinance which did not rely on the Statutes due to their not being sufficiently clear as to whether they could apply to this particular circumstances. He felt based upon the authority of the Statutes and the authority of "home rule powers," they could draft an ordinance.

Rick Schulze entered the meeting at approximately 7:10 p.m.

The City Attorney further stated that they had some issues regarding the ordinance which would establish the authority of the law enforcement officials to remove vessels. He stated the other recommendation they were making from their authority was that if an ordinance was adopted, that they do it only for public stops because they did not have power to regulate private property regarding this matter. They believed it

could be left up to the property owners to handle the matter with signage or however they wanted to do it. He further explained that in the ordinance they would have to provide some type of signage and set aside some restricted areas, along with defining exactly what they were prohibiting. He suggested they review the Water Taxi Ordinance in order to make sure there were no conflicts with what existed and what they were drafting.

The City Attorney continued stating that the biggest issue was whether the Water Taxi personnel could tow the vessels, or whether law enforcement individuals would do so and that would be based upon looking at the authority primarily from the Statutory side. He believed it would probably have to be a law enforcement officer that would authorize towing. He stated the Water Taxi stops would also have to be ADA compliant and they would have to make sure that the floating docks being constructed would not be an attractor for visitors to moor their boats.

The City Attorney further stated that they were going to seek input from the towing companies regarding the need for authorization and how the process would function. He stated they had not yet checked with the Coast Guard regarding this issue. He further explained that the tabbed items were the Statutes which they felt applied in this matter, and believed that Tab #7 would be the one to give them such authority.

The City Attorney suggested that the Water Taxi personnel could further explain what problems they were attempting to solve regarding this matter so that whatever was placed in the Ordinance would solve the problem.

Chairman Gleason thanked the City Attorney for his information, and also thanked Jamie Hart for the informative packet of materials that had been distributed to the Board. He advised the Board that they were being asked for their input on this matter by the City Commission. He further stated that as shown by the City Attorney this issue had some "subtle" and "not so subtle" problems connected with it, and the Board needed to learn what the issues were from the Water Taxi people before making any type of recommendation.

Bob Bekoff, Water Taxi, stated that in September, 2001, they had come before this Board to speak about ADA accessible landings which was an auxiliary issue at that time in connection with the construction and implementation of the first water buses. At that time, he stated it seemed innocuous, and they had built 8 sophisticated hydro-electric water buses that were presently in service. He announced they had carried about 800,000 people. He explained that building and implementing those vessels were a "piece of cake" in comparison to meeting ADA requirements. He further stated that he wanted to apologize for the facts which had previously been presented to this Board, and meantime had hired professional engineers and architects, and what appeared to be a simplistic problem had turned into a "huge nightmare." Mr. Bekoff stated that previously they had been told that one did not need a permit for a spud barge, and he reiterated that had been erroneous information because permits were needed. He advised it began with having to put 8 bolts into the seawall in the City of Fort Lauderdale. He announced further that every agency had to put their stamp of approval on this or at least review it. Mr. Bekoff announced that this process had begun last October and was ongoing, but they expected to have the approvals within the next two weeks. After that, they could proceed to the One Stop Shop.

Mr. Bekoff further stated that the vessels were paid for with a Federal grant, and if one provided public conveyance with vehicles supplied with Federal monies, then the stops must be ADA compliant. He also stated that public marinas had to be ADA compliant. He explained there was only one reason why the City did not have an ADA lawsuit on their hands was because there was a permit application pending to make every stop ADA compliant. He explained there was an issue that went far beyond what appeared to be private industry seeking aid from the government. He stated that they had applied for funds for more than 4 ramps. He advised that Palm Beach had received \$1 Million for ADA landings for public water transportation, and further stated that was ironic because they did not have a public water taxi. He stated that when the County discovered there

URBAN DESIGN CORE STEERING COMMITTEE BOARD
JUNE 24, 2003 - 3:30 P.M.

CITY/COUNTY CREDIT UNION BUILDING - SECOND FLOOR
NE 3rd AVENUE
FORT LAUDERDALE, FLORIDA 33304

Present/Absent

Board Members

Margi Glavovic Nothard		A	
Woody Friese	A		
Don Singer			P
Dr. Peter Magyar		P	
Michael Ferber	P		
Kenneth Hawkins		P	
Jennie Brooks	A		
Leigh R. Kerr	P		
Gus Carbonell	P		
Doug Eagon		A	
Peter Feldman	P		
Tim Hernandez	A		
Kim Jackson	P		
Jack Loos		P	
Jim McKinley	P		
Chris Wren		P	
Stan Brown		A	

Alternates

Alan Hooper		P
Charles Ladd	A	
John Milledge	A	

Staff

Bruce Chatterton, Acting Development Review Administrator
Chrissy Fisher, Planning & Zoning
Pete Witschen, City of Fort Lauderdale
Margaret A. D'Alessio, Recording Secretary

Guests

Ken Greenberg
Marc LaFerrier
Ed Smoker
Richard Mancuso
Kevin Storm
Neil Kittredge
Valerie Amor
Clare VicKery
Corine Williams

CALL TO ORDER

Chairman Don Singer began the meeting at approximately 10:00 a.m.

Chairman Don Singer stated that he had some corrections to be made to the February 21, 2003 meeting minutes as follows:

On Page 2, under Phase I Report Overview, second paragraph it stated: "...growth of 860,000 was projected over the next 10 years," and it should read "...growth of 860,000 was projected for the County over the next 10 years." On Page 7, it stated: "Mr. Lambert continued stating that on an average there had been about 190,000 sq. ft. of office space developed over the last 20 years," and it should read: "Mr. Lambert continued stating that on an average there had been about 190,000 sq. ft. of office space developed annually over the last 20 years." Also on page 12, paragraph 6 it states: "He stated he was not an advocate of a born review on a project specific basis." The following should be added: "...on a project specific basis, for example, the Community Appearance Board in Boca Raton which was nothing more than a game where intentionally you treed-off your site plan and there was a tree guy who was going to make you put one in place."

Motion made by Jack Loos and seconded by Margi Glavovic-Nothard to approve the minutes of the February 21, 2003 meeting as corrected. Motion carried unanimously.

DOWNTOWN FORT LAUDERDALE CONSOLIDATED MASTER PLAN

Project Briefing Update

Chairman Singer stated that since most of the members were in attendance at the workshop, he was going to skip ahead and asked the consultants to give their overview of the workshop, including their thoughts regarding the Design Center.

Ken Greenberg, Consultant, stated that it was their observation that what came out of the discussions was the concept for significant redevelopment. He felt this was an important finding. In each observation, he stated the level of specificity and detail increased giving them better and more intelligent ideas. He felt the people were focused on pedestrian activity for the downtown area, but in order to accomplish that it would have to be appealing, successful and viable as an alternative. An emphasis was also being placed on having more parks and open green space.

Mr. Greenberg continued stating that the real issue of the Design Center idea was whether it could be achieved in a way which could streamline the process. He stated that in the discussions they had with staff, there were emerging ideas of how this could affect the ULDR and the DRC process. He further stated this could be a monumental shift in how things were done.

Bruce Chatterton stated that it was clear that the community wanted the Design Center and it could not be an add on. There would have to be a corresponding simplification or suspension of the way they were doing things in permitting and reviewing developments for the Downtown. He stated that the community would have a buy into it, and it should not be a duplication of what other duly constituted groups had done. He further stated that the DRC as everyone knew it was going away, but there would still be staff review of how a current project stacked up against the current Code. He believed they should not have the Design Center unless they could correspond and simplify everything else that they were doing. He continued stating that attempting to find the right legal mechanism for doing this was something that would involve a lot of discussion and work.

In summary, Mr. Greenberg stated that they wanted to focus their efforts on two things. He stated they needed to look at the areas where things were closest to implementation, and to focus on how the City Commission would deal with this study and how some of the recommendations would be implemented.

Mr. Chatterton stated that possibly a connection could be made with the St. Paul Center so a delegation from this City could see how they function, and how the business community sponsored such a center.

Charlie Ladd stated there was a lot of skepticism in the City about a Design Center. Jack Loos stated that the DDA Board felt this would just be another layer in the process.

Don Singer stated he was not completely sold on the idea of a Design Center, but he was willing to listen to the idea and see if it could work. He explained that his understanding of a Design Center was that it would function as a guide to the adherence of the Master Plan.

Mr. Greenberg stated it was necessary to understand how things interacted with each other. He explained that when

they had set up the legacy of agency functions, and how regulations were done, it stemmed from the theory of separating things and not bringing them together. He explained that theory was fragmented and outdated. He felt that most people understood this. He believed now was the time to make some bold reforms and move on into the future. He explained there would have to be a smooth transition and that things could not be chaotic. He stated that cities which had "stepped up to the plate" and accepted a new vision and a new way of working together reached their goals more

AVIATION ADVISORY BOARD

**City of Fort Lauderdale
Downtown Helistop
201 SE 2 Avenue, Sixth Floor
Fort Lauderdale, FL**

**June 26, 2003
1:30 p.m. – 2:25 p.m.**

<u>BOARD MEMBERS</u>	<u>PRESENT/ABSENT</u>	<u>CUMULATIVE ATTENDANCE</u>	
		1/1/03 – 12/31/03	
		<u>P</u>	<u>A</u>
Robert Hord, Chairman	P	5	0
Tom Newman, Vice-Chairman	P	4	1
Lee Alexander	P	5	0
Jack Brewer	P	4	1
Mildred Hightower	P	5	0
John McGinnis	P	4	1
Bernie Petreccia	P	4	1
Steve Stella	P	4	1
Larry Holdridge	A	1	4
Paul Renneisen	P	5	0
John E. McKaye, Tamarac	A	3	2

AIRPORT STAFF

Clara Bennett, Airport Manager
Mark Cervasio, Assistant Airport Manager
Alex Erskine, Airport Operations Supervisor

Carlton Harrison, Airport Operations Aide

Fernando Blanco, Project Engineer
Paul Sarcione, Airport Programs Aide
Vicki Minard, Assistant City Attorney
Peter Partington, City Engineering
Sheri Roberts, City Engineering
Hollie Burroughs, Airport Programs Aide

VISITORS

Don Campion, Banyan Air Service, Inc.
Marty Faulk, North Andrews Neighborhood Association
Doug Coomer, Kimley-Horn & Associates
David Bardt, Kimley-Horn & Associates
Peter Dohm, Catbird Realty
Veronica Kraft, Banyan Air Service, Inc.
Fred Ross

The meeting was called to order at 1:30 p.m. by Chairman Hord.

1. Approve Minutes of May 22, 2003 Meeting

Motion was made by Mr. Newman and seconded by Dr. Alexander to approve the minutes of the May 22, 2003 meeting. Motion passed unanimously.

2. Consultant Competitive Negotiation Act (CCNA) General Aviation Consultant Services –Consultant Contract

Mr. Fernando Blanco stated that staff has now completed negotiating a general services contract with Kimley-Horn & Associates, Inc., for aviation consultant design services at Executive Airport. This contract provides for negotiations of separate task orders for various projects within the Airport's CIP. The contract is based on the prior agreement with Kimley-Horn & Associates, Inc. Minor adjustments were incorporated into the base contract. The agreement has been forwarded to the City's Consultant Selection and Negotiation Committee (CSNC) for review and approval. The hourly rates submitted by Kimley-Horn & Associates, Inc. have been reviewed by staff and are acceptable. The Scope of Services was prepared with the review, input, and approval of the CSNC and was made part of the contract package along with the hourly rates and the City's current CAD standards.

Mr. Blanco added that Item 3 on the agenda relates to Task Order No. 1 for the Pavement Evaluation and Rehabilitation Design of Runway 8-26 and realignment of Taxiway Hotel.

It was staff's recommendation that a contract agreement be entered into with Kimley-Horn & Associates, Inc., to serve as the Aviation General Consultant for a period of up to three years, and that said agreement be brought before the City Commission for formal execution pending concurrence by the CSNC.

Motion was made by Dr. Alexander and seconded by Mr. Newman to accept staff's recommendation. Motion passed unanimously.

3. Pavement Evaluation and Rehabilitation Design of Runway 8-26 and Realignment of Taxiway Hotel – Kimley-Horn & Associates, Inc. – Task Order No. 1

Mr. Blanco stated that previously the Board had approved a pavement study to recommend maintenance/rehabilitation options for the pavement on Runways 8-26 and 13-31. The study included performing visual pavement inspection of runways, non-destructive testing, pavement cores as deemed necessary, and analysis of the data, and would provide the Airport with

an update of the Pavement Condition Index (PCI) for both runways. Preliminary indications from field inspections and testing of the airfield pavements indicate a PCI rating of 26 for Runway 8-26 and 18 for Runway 13-31. A PCI rating of 70 is considered an acceptable pavement service level, while a rating below 70 would require some type of rehabilitation. The PCI rating for both runways has been attributed primarily to pavement age, load-related distresses appearing in the overlay, and increased aircraft traffic operations. In addition, the pavement cores revealed a six-inch asphalt course over a loose sand subgrade.